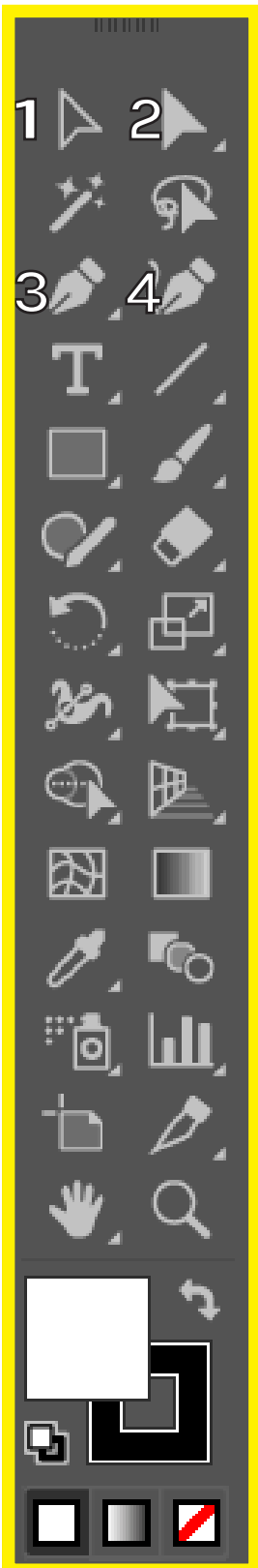


INTRODUCTION

TOOLS

Vector art is made up of points, called anchors, and lines that join them, called paths

Sub tools are hidden beneath the main tool and indicated by a small arrow in the bottom right hand corner or a tool icon. They are accessed by right clicking on the tool and the clicking to select the sub tool. The sub tool will now show as the main icon. Here we will detail only the most common sub tools, there are lots to explore



1 - SELECTION TOOL - Keyboard Shortcut: v

The selection tool is the first tool in the top left of the tool bar. It is a bit like a mouse cursor and is used to select and move elements of your design. You can use it to resize elements and resize them in order to affect elements of your design using other tools, the properties panel or the menu you must select them using the selection tool first. This tool is probably the one you will use most.



2 - DIRECT SELECTION TOOL - Keyboard Shortcut: a

The direct selection tool allows you to select individual parts that make up an element, such as anchor points and path lines and edit them individually



3 - PEN TOOL (and sub tools)

Creates Paths using anchor points. Everytime you click an anchor point will be created, illustrator will automatically join these with paths. Press escape to end drawing



ADD ANCHOR POINT

Will add an anchor point when you click on a path



DELETE ANCHOR POINT

Will delete any anchor point you click on



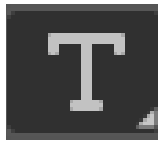
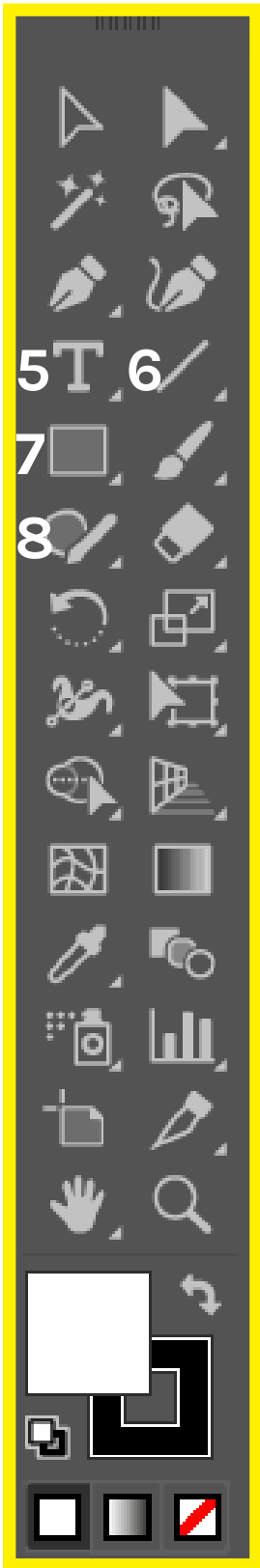
ANCHOR TOOL

Can be used to change anchors from corners to smooth and manipulate their shape via handles



4 - CURVATURE TOOL

This works like the pen tool but creates curved paths between the anchor points. These will start curving as soon as you have more than two anchors. Again press esc to exit drawing



5 - TYPE TOOL - Keyboard Shortcut: t

With the Type Tool you can either click and drag to create a text container or click and start typing to just create text. Font character and size can be changed in the properties panel in the right hand side.

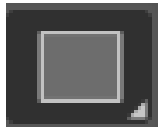
Useful Sub tools include: Type On A Path Tool and Vertical Type Tool



6 - LINE SEGMENT TOOL

Click and drag to create a line. When you release the mouse button a straight path will be created with two anchor points at each end.

There are subtools here for drawing other types of paths



7 - RECTANGLE TOOL (and sub tools)

With all shapes you can either click and drag to create the shape or click on the screen and type in values to create a shape.

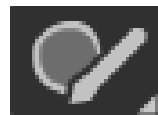
RECTANGLE TOOL - draws a rectangle or square if shift is held while drawing

ROUNDED RECTANGLE TOOL - draws a rectangle with rounded corners

ELIPSIS TOOL - draws ovals and circles

POLYGON TOOL - draws polygons, click to change number of sides

STAR TOOL - draws star, click to change no. of points and angles



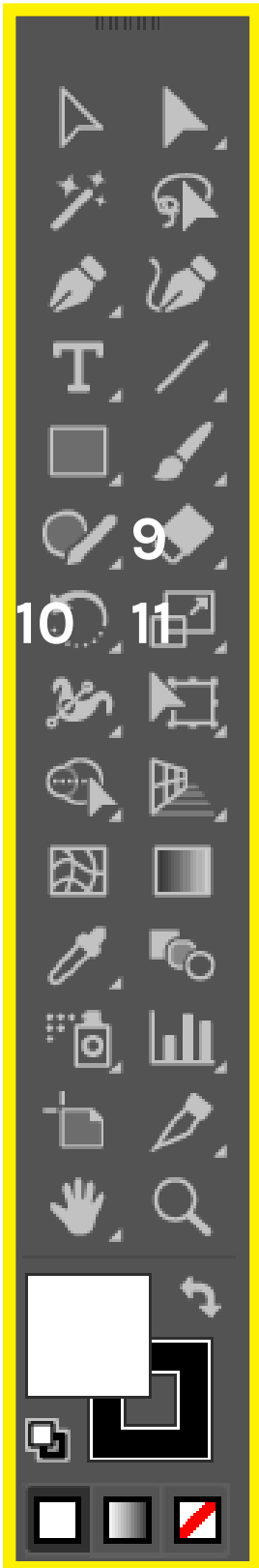
8 - SHAPER TOOL (and sub tools)

With the shaper tool selected you can freehand draw a shape on screen and Illustrator will automatically convert it to either a square, circle or triangle. This can be useful when you want to draw lots of different shapes and don't want to constantly be switching tools

PENCIL TOOL - Click and hold to draw anything you like. When you release the mouse button all the anchors and paths will have been created for you



SMOOTH TOOL - If part of your design has an angular edge you would like to smooth out you can click and hold with the smooth tool, scrubbing it over the sharp point until it is smoothed out



9 - ERASER TOOL (and sub tools)

The eraser tool allows you to erase parts of your design by clicking and dragging. You can change the size of your eraser by double clicking on the tool and changing the size value in the pop up box



SCISSORS TOOL

Allows you to cut a path or anchor point by clicking it



KNIFE TOOL

Click and drag to create freehand cuts anywhere on your design



10 - ROTATE TOOL and sub tool REFLECT TOOL

The advantage of these tools (over rotating and reflecting using the Object>Transform menu, or rotating using the corner boxes) is that you can pick your rotation point/reflection line

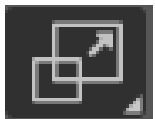
ROTATE TOOL

Select your object, with the rotate tool selected click to place your centre of rotation, then click and drag to rotate. Or click your centre of rotation while holding Alt/Option and type in a precise angle.



REFLECT TOOL

Select your object, with the reflect tool selected click to place your first point, the cursor will change to an arrow. Click to place your second point, creating an invisible line which your object will reflect across. To create a reflected copy hold Alt/Option while placing your second point



11 - SCALE TOOL

The scale tool functions similarly to the rotate and reflect tools in that its advantage over other methods is the ability to choose the point from which you are scaling. Again select your object, then with the scale tool selected click to place your scale point and click and drag to scale.

This is particularly useful for scaling from the centre or around other objects.

Sub tools include:

SHEAR TOOL allows you to click and drag the shape to distort it

RESHAPE TOOL

Select your object. With the reshape tool you can click and drag a single anchor point to distort your shape while retaining your rough overall shape.



12 - SHAPE BUILDER TOOL

The Shape Builder tool allows you to combine multiple shapes into a single shape.

First select all the shapes you want to combine (either click and drag over them, or hold shift and click each one to select) Then with the shape builder tool selected click and hold dragging across every part of the shapes that you want to combine. When selected the shapes will be outlined blue, as you combine them the sections will start being outlined with red and filled with a grid. Once you have selected every section it will be combined into a single editable shape.



13 - ARTBOARD TOOL

With the artboard tool selected you can resize your current artboard by clicking and dragging the squares at the corners or along the sides. You can also freehand draw additional artboards using this tool, by clicking and dragging anywhere in the document that is not your current artboard.

14 - FILL & STROKE

Here you can see the fill and stroke of whatever is currently selected. The top solid box represents the fill and the lower hollow box the stroke (or outline). If you have multiple shapes selected with different properties both these boxes will show question marks.

You can use the little corner arrow at the top right of these boxes to swap the fill and stroke settings.

You can double click on each of the squares to bring up options for different colours, or there are three shortcuts underneath. White and No Fill to the left and the right.