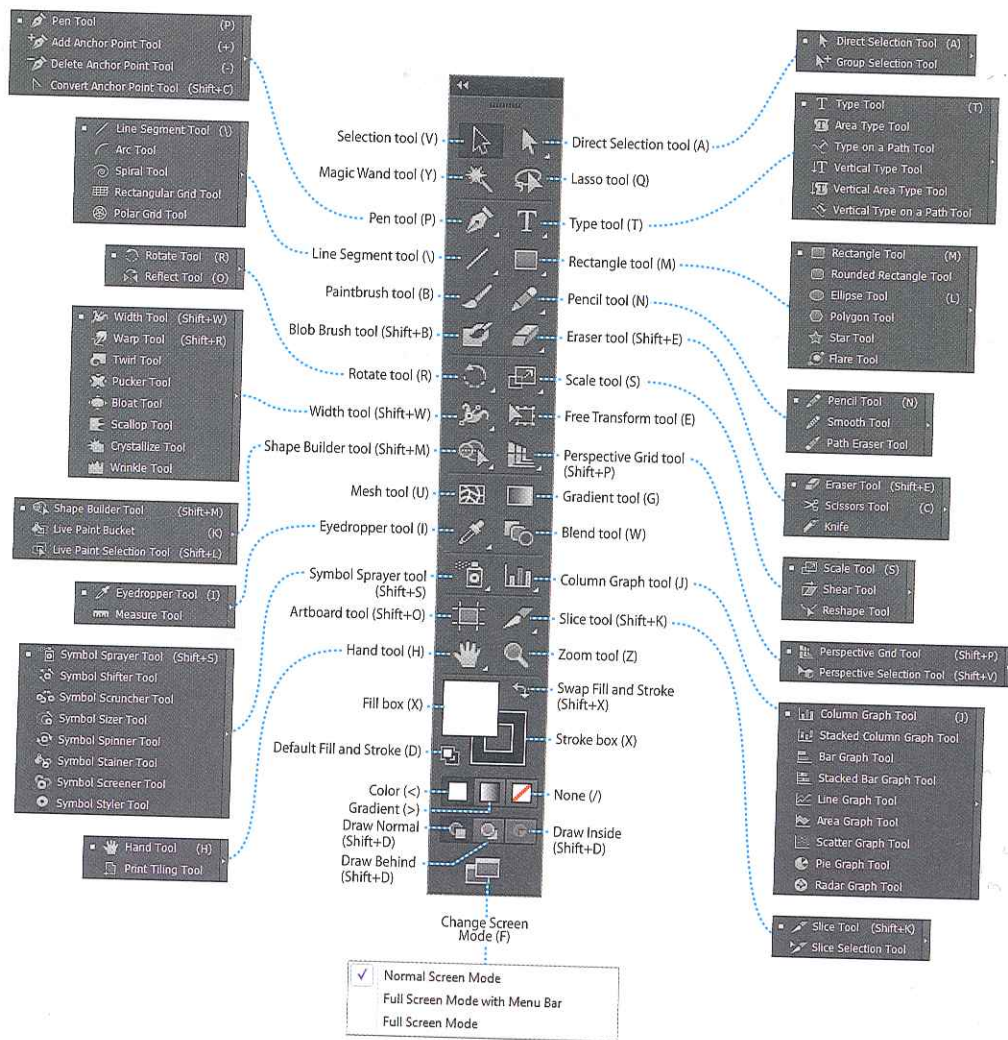


Working with the Tools panel

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 the lesson has two columns. You may see a single-column Tools panel, depending on your screen resolution and workspace.



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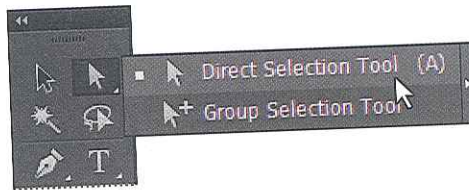
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- 1 Position the pointer over the Selection tool (⌘) in the Tools panel. Notice that the name and keyboard shortcut are displayed.

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



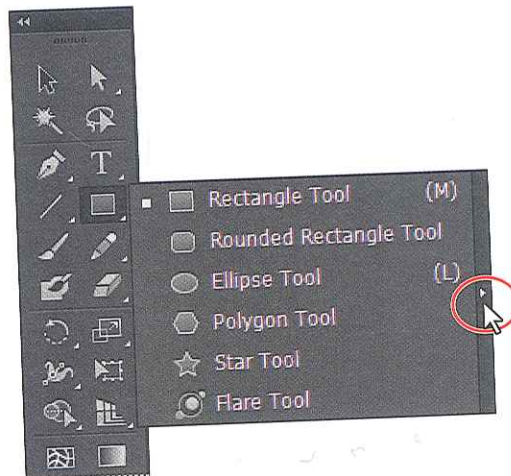
- 2 Position the pointer over the Direct Selection tool (⌘) and click and hold down the mouse button. You'll see additional selection tools. Drag to the right. Release the mouse button over the additional tool to select it.



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 Alt key (Windows) or the Option key (Mac OS) 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 (⌘). Drag the pointer over the arrow at the end of the hidden tools panel, and release the mouse button. This separates the tools from the Tools panel so that you can access them at all times.

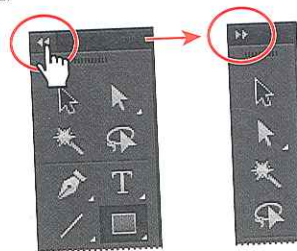


▶ **Tip:** You can also collapse the floating tool panels or dock them to the workspace or each other.

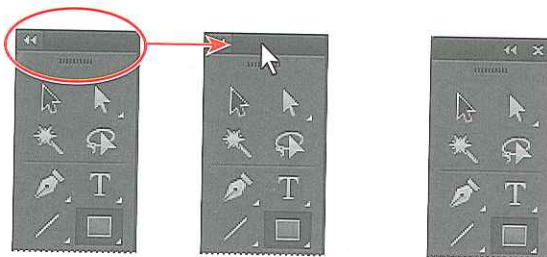
- 4 Click the Close button (X) in the upper-right corner (Windows) or upper-left corner (Mac OS) on the floating tool panel's title bar to close it. The tools return to the Tools panel.

Next, you'll learn how to resize and float the Tools panel.

- 5 Click the double arrow in the upper-left corner of the Tools panel to collapse the two columns into one column, which conserves screen space. Click the double arrow again to expand to two columns.



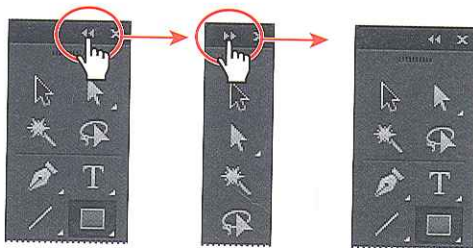
- Click the dark gray title bar at the top of the Tools panel or the dashed line beneath the title bar, and drag the panel into the workspace. The Tools panel is now floating in the workspace.



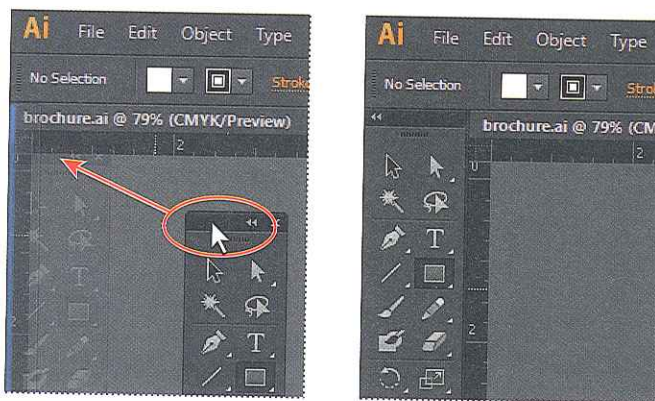
Drag the Tools panel so that it floats in the workspace.

► **Tip:** You can also 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 double-click the X or the double arrow.

- With the Tools panel floating in the workspace, click the double arrow in the title bar to display the Tools panel in a single column. Click again to display the Tools panel in two columns.



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



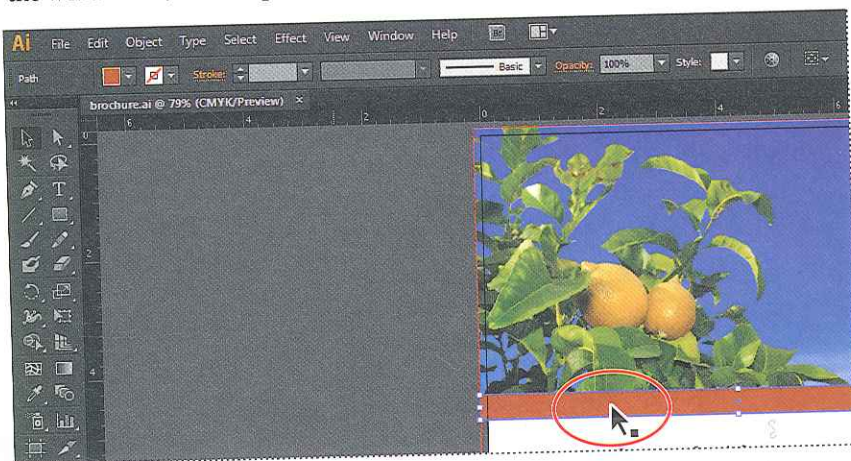
Click and drag to dock the Tools panel at the edge of the workspace.

Exploring the Control panel

The Control panel is context-sensitive, meaning that it offers quick access to options, commands, and other panels relevant to the currently selected object(s). You can click text that is underlined to display a related panel. For example, click the underlined word Stroke to display the Stroke panel. By default, the Control panel is docked at the top of the application window (Windows) or screen (Mac OS); however, you can dock it at the bottom, float it, or hide it altogether.

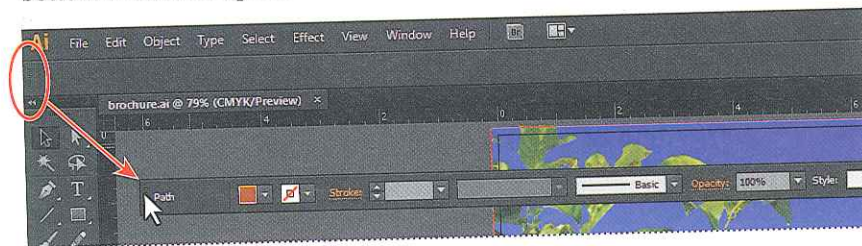
- 1 Select the Selection tool (☞) in the Tools panel, and click the middle of the reddish bar close to the center of the page.

Notice that information for that object appears in the Control panel, including the word “Path,” color options, Stroke, and more.



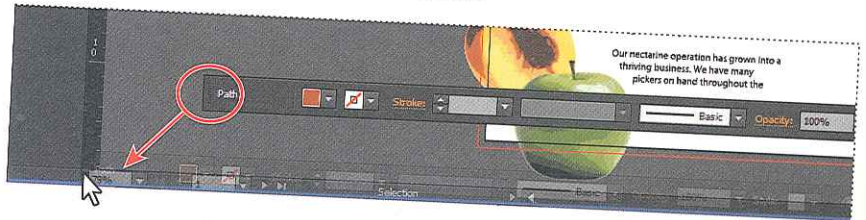
- 2 With any tool, drag the gripper bar (the dashed line along the left edge) of the Control panel into the workspace.

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:** You can also dock the Control panel by choosing Dock To Top or Dock To Bottom from the Control panel menu on the right side of the Control panel (≡).

- 3 Drag the Control panel by the dark gray gripper bar on the left end to the bottom of the application window (Windows) or screen (Mac OS). When the pointer reaches the bottom of the Application window (Windows) or screen (Mac OS), a blue line appears, indicating the drop zone in which it will be docked when you release the mouse button.



▶ **Tip:** To move the Control panel back to the top of the workspace, you can also choose Window > Workspace > Reset Essentials. This resets the Essentials workspace. You'll learn more about resetting workspaces later in the lesson.

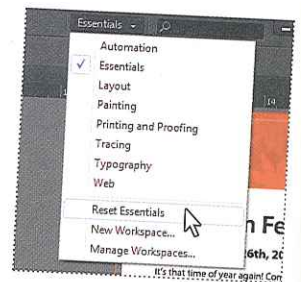
- 4 Drag the Control panel to the top of the Document window by the gripper bar on the left end of the panel. When the pointer reaches the bottom of the Application bar, a blue line appears indicating the drop zone. When you release the mouse button, the panel is docked.
- 5 Choose Select > Deselect so that the path is no longer selected.

Working with panels

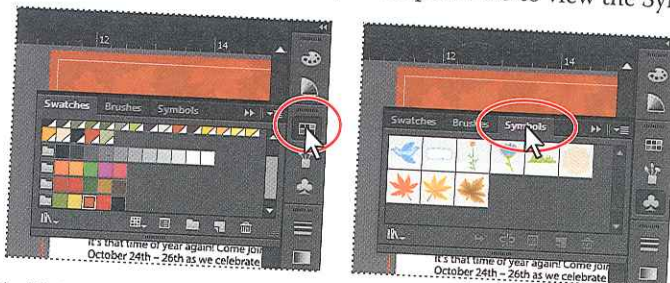
Panels, which are located in the Window menu, give you quick access to many tools that make modifying artwork easier. By default, some panels are docked and appear as icons on the right side of the workspace. Next, you'll experiment with hiding, closing, and opening panels.

- 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.

▶ **Tip:** You can also choose Window > Workspace > Reset Essentials to reset the panels.



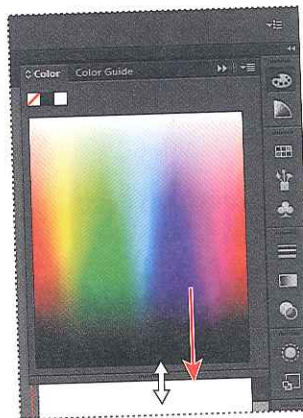
- 2 Click the Swatches panel icon (≡) on the right side of the workspace to expand the panel, or choose Window > Swatches. Notice that the Swatches panel appears with two other panels—the Brushes panel and Symbols panel. They are all part of the same panel group. Click the Symbols panel tab to view the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



- Now click the Color panel icon (🎨). Notice that a new panel group appears, and the panel group that contained the Swatches panel collapses.

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



▶ **Tip:** To collapse a panel back to an icon, you can click its tab, its icon, or the double arrow in the panel title bar.

- 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.



Click to expand.



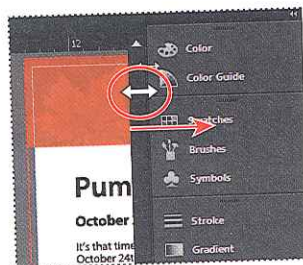
Click to collapse.



The dock collapsed.

▶ **Tip:** To expand or collapse the panel dock, you can also double-click the panel dock title bar at the top.

- 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.



- Choose Window > Workspace > Reset Essentials to reset the workspace.

► **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 hide and Shift+Tab to show.

- 9 Drag the Swatches panel icon (🗄️) 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. Click the double arrow in the Swatches panel title bar to expand the panel so you can see its contents.



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.

► **Tip:** To close a panel, drag the panel away from the dock and click the X in the panel title bar. You can also right-click or Ctrl-click a docked panel tab and choose Close from the menu.

- 10 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 outline around the Brushes panel group.



Next, you'll organize the panels to create more room in your workspace.

- 11 Choose Reset Essentials from the workspace switcher in the Application bar, to make sure that the panels are reset to their default state.
 - 12 Click the double arrow at the top of the dock to expand the panels. 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).
- **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:** 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.

Next, you will drag a panel from one group to another in the docked panels.

- 17 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.



Resetting and saving your workspace

You can reset your panels and Tools panel to their default position, 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.

► **Tip:** Docking panels next to each other on the right side of the workspace is a great way to conserve space. A docked panel can also be collapsed and resized to conserve even more space.

- 1 Choose Reset Essentials from the workspace switcher in the Application bar.
- 2 Choose Window > Pathfinder. 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. Click the Close button (X) in the upper-right corner (Windows) or upper-left corner (Mac OS) to close the remaining panel group, which contains the Align and Transform panels.



- 3 Choose Window > Workspace > New Workspace. Change the Name to **Navigation** in the New Workspace dialog box, and click OK. The workspace named Navigation is now saved with Illustrator until you remove it.
- 4 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.

● **Note:** To delete saved workspaces, choose Window > Workspace > Manage Workspaces. Select the workspace name, and click the Delete Workspace button.

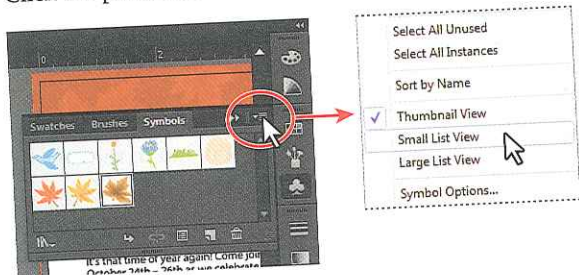
▶ **Tip:** To change a saved workspace, reset the panels as you'd like them to appear and then choose Window > Workspace > New Workspace. In the New Workspace dialog box, name the workspace with the original name. A message appears in the dialog box warning that you will overwrite an existing workspace with the same name if you click OK. Click OK.

Using panel menus

Most panels have a panel menu in the upper-right corner. Clicking the panel menu button (☰) 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 button (☰) in the upper-right corner of the Symbols panel.



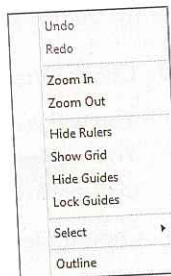
- 3 Choose Small List View from the panel menu.
This displays the symbol names, together with thumbnails. Because the options in the panel menu apply only to the active panel, only the Symbols panel view is affected.
- 4 Click the Symbols panel menu and choose Thumbnail View, to return the symbols to 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.

- 5 Position the pointer over the Document window or a panel. Then, right-click (Windows) or Ctrl-click (Mac OS) to show a context menu with specific options.

The context-sensitive menu shown here is displayed when you right-click (Windows) or Ctrl-click (Mac OS) the artboard with nothing selected.

● **Note:** If you position the pointer over a panel, like the Swatches panel, and right-click (Windows) or Ctrl-click (Mac OS), 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 between 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 the 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 brochure.ai artwork.

▶ **Tip:** Zoom in using the keyboard shortcut Ctrl++ (Windows) or Command++ (Mac OS).

- Choose View > Zoom Out to reduce the view of the brochure.ai artwork.

▶ **Tip:** Zoom out using the keyboard shortcut Ctrl+- (Windows) or Command+- (Mac OS).

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.

▶ **Tip:** You can also double-click the Hand tool in the Tools panel to fit the active artboard in the Document window.

- 1 Choose View > Fit Artboard In Window. A reduced view of the active artboard is displayed in the 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 using the keyboard shortcuts Ctrl+0 (Windows) or Command+0 (Mac OS), artwork is centered in the viewing area.

- 2 To display artwork at actual size, choose View > Actual Size.

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

▶ **Tip:** You can also double-click the Zoom tool in the Tools panel to display artwork at 100%.

- 3 Choose View > Fit All In Window.

You will see all artboards in the document displayed in the Document window. You can learn more about navigating artboards in the section "Navigating multiple artboards," later in this lesson.

- 4 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 (Q) to magnify and reduce the view of artwork to predefined magnification levels.

- 1 Select the Zoom tool (Q) 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 title text “Created with...” in the center of the artboard, and click once. The artwork is displayed at a higher magnification.

- 3 Click two more times on the “Created with...” text. The view is increased again, and you’ll notice that the area you clicked is magnified.



Next, you’ll reduce the view of the artwork.

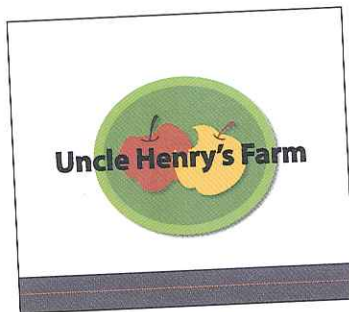
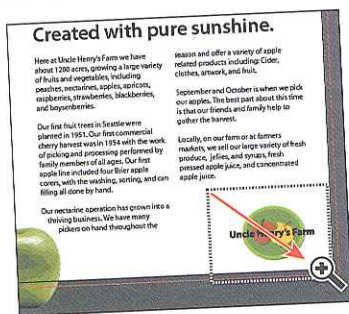
- 4 With the Zoom tool still selected, position the pointer over the text “Created with...” and hold down the Alt (Windows) or Option (Mac OS) key. A minus sign (-) appears at the center of the Zoom tool pointer. Continue holding the key down for the next step.

- 5 With the Alt or Option 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.

- 6 Choose View > Fit Artboard In Window.

- 7 With the Zoom tool still selected, click and drag a marquee around the Uncle Henry’s Farm logo in the lower-right corner of the artboard. When you see the marquee around the area you are dragging, release the mouse button. The marquee area is now enlarged to fit the size of the Document window.



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

Note: The percent of the magnification is determined by the size of the marquee you draw with the Zoom tool—the smaller the marquee, the higher the level of magnification.


● **Note:** In certain versions of Mac OS, the keyboard shortcuts for the Zoom tool (steps 10 and 11) open Spotlight or Finder. If you decide to use these shortcuts in Illustrator, you may want to turn off or change those keyboard shortcuts in the Mac OS System Preferences.


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.

- 9 Before selecting the Zoom tool using the keyboard, select any other tool in the Tools panel and move the pointer into the Document window.
- 10 Now hold down Control+spacebar (Windows) or Command+spacebar (Mac OS) to use the Zoom tool. Click or drag to zoom in on any area of the artwork, and then release the keys.
- 11 To zoom out using the keyboard, hold down Control+Alt+spacebar (Windows) or Command+Option+spacebar (Mac OS). Click the desired area to reduce the view of the artwork, and then release the keys.
- 12 Double-click the Hand tool in the Tools panel to fit the artboard in the Document window.

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 Select the Hand tool () in the Tools panel.
- 2 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.

- 3 Click any other tool except the Type tool (**T**) in the Tools panel, and move the pointer into the Document window.
- 4 Hold down the spacebar to select the Hand tool from the keyboard, and then drag to bring the artwork back into the center of your view.
- 5 Double-click the Hand tool to fit the active artboard in the Document window.

● **Note:** The spacebar shortcut for the Hand tool does not work when the Type tool is active and your cursor is in text.

Viewing artwork

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 3, "Creating and Editing Shapes."

- 1 Choose View > Logo Zoom (at the bottom of the View menu) to zoom in to a preset area of the image. This custom view was saved with the document.

► **Tip:** 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; it is saved with the document.

- 2 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.

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

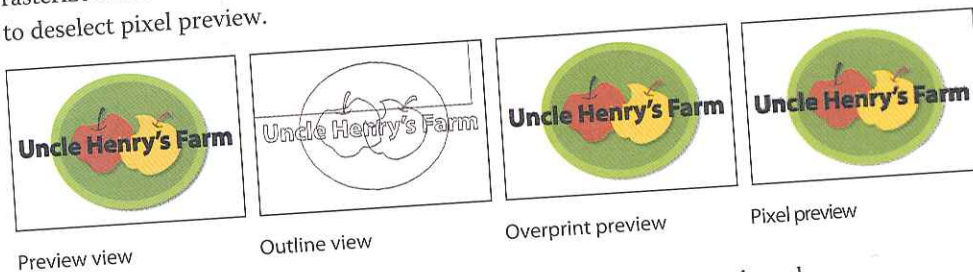
If you prefer keyboard shortcuts, use Control+Y (Windows) or Command+Y (Mac OS) to toggle between Preview and Outline modes.

- 4 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 logo when you change to this mode.

● **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.

- 5 Choose View > Pixel Preview to see how the artwork will look when it is rasterized and viewed on-screen in a web browser. Choose View > Pixel Preview to deselect pixel preview.



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

Navigating multiple artboards

Illustrator allows for multiple artboards within a single file. This is a great way to create a multi-page 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 between pieces, create multi-page PDFs, and print multiple pages by creating multiple artboards.

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 using the Artboard tool in the Tools panel.

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

- 1 Select the Selection tool (⌘) in the Tools panel.
- 2 Choose View > Fit All In 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.

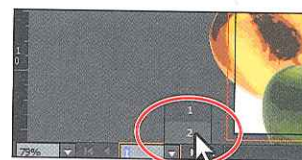


The brochure.ai document has two artboards, which are the front and back of a color brochure.

- 3 Press Ctrl+- (Windows) or Command+- (Mac OS) 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 from the Artboard Navigation menu. The back of the brochure appears in the Document window.
- 6 Choose View > Zoom Out. Notice that zooming occurs on the currently active artboard.



Note: Learn how to work more with artboards in Lesson 4, “Transforming Objects.”

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.



● **Note:** Since there are only two artboards in this document, you could have also clicked the First button (◀) in this step.

- 8 Choose View > Fit Artboard In Window to make sure that the first artboard (artboard #1) is fit 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 Reset Essentials from the workspace switcher in the Application bar to reset the Essentials workspace.

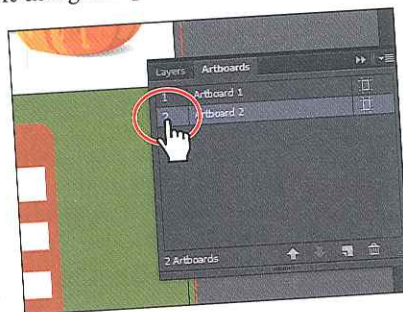
- 10 Choose Window > Artboards to expand the Artboards panel on the right side of the workspace.

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.

- 11 Double-click the number 2 in the Artboards panel. This fits Artboard 2 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 (📄) to the right of the artboard name in the panel allows you to edit artboard options.



- 12 Choose View > Zoom In to zoom in on the second artboard.

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

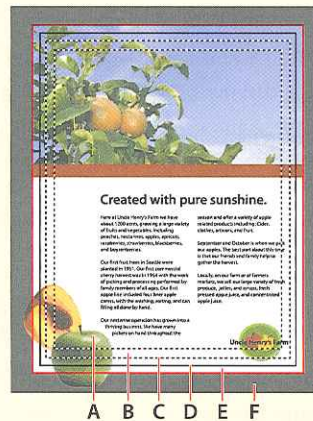
Notice that when you double-click to navigate to an artboard, that artboard is fit in the Document window.

- 14 Click the Artboards panel icon (📄) in the dock to collapse the Artboards panel.

● **Note:** You can have up to 100 artboards per 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.

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.



- A. Printable area
- B. Nonprintable area
- C. Edge of the page
- D. Artboard
- E. Bleed area
- F. Canvas

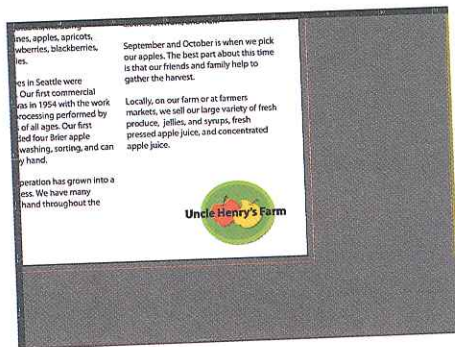
- A. Printable area** is bounded by the innermost dotted lines and represents the portion of the page on which the selected printer can print. Many printers cannot print to the edge of the paper. Don't get confused by what is considered nonprintable.
- B. Nonprintable area** is between the two sets of dotted lines representing any nonprintable margin of the page. This example shows the nonprintable area of an 8.5" x 11" page for a standard laser printer. The printable and nonprintable area is determined by the printer selected in the Print Options dialog box.
- C. Edge of the page** is indicated by the outermost set of dotted lines.
- D. Artboard** is bounded by solid lines and represents the entire region that can contain printable artwork.
- E. Bleed area** is the amount of artwork that falls outside of the printing bounding box, or outside the crop area and trim marks. You can include bleed in your artwork as a margin of error—to ensure that the ink is still printed to the edge of the page after the page is trimmed.
- F. 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



- 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 (the red box) of the Navigator panel. The pointer becomes a hand (☞).
- 5 Drag the hand in the proxy view area of the Navigator panel to pan to different parts of the artwork. Drag the proxy view area over the logo in the lower-right corner of the brochure cover.

● **Note:** The percentage and proxy view area in your Navigator panel may appear differently. That's okay.



- 6 In the Navigator panel, move the pointer outside of the proxy view area and click. This moves the box and displays a different area of the artwork in the Document window.

► **Tip:** Choosing Panel Options from the Navigator panel menu allows you to customize the Navigator panel. For example, you can change the color of the view box.

- 7 Choose View > Fit Artboard In Window.

- 8 Deselect View Artboard Contents Only in the Navigator panel menu (☰) so that you see any artwork that is on the canvas as well. Notice the logo on the canvas.

● **Note:** You may need to adjust the slider in the Navigator panel to see the logo in the proxy view area.

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



● **Note:** The percentage and proxy view area in your Navigator panel may appear differently. That's okay.

Understanding rulers

Rulers can help you accurately place and measure objects in your document and are displayed in each document by default. Horizontal and vertical rulers appear at the top and left sides of each Document window. The place where 0 appears on each ruler is called the ruler origin.

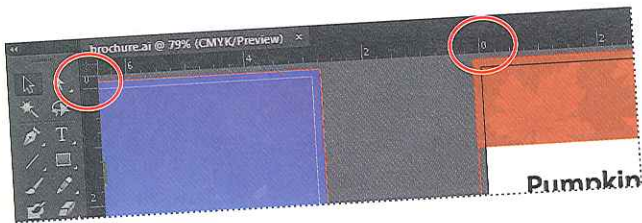
Next, you will explore the rulers by turning them on and off and noticing where the ruler origin is located on each artboard.

- 1 Choose View > Rulers > Hide Rulers to hide the rulers.
- 2 Choose View > Rulers > Show Rulers to show them again.



Notice that the 0 for the horizontal ruler is aligned with the left edge of the first artboard, and the 0 for the vertical ruler (on the left side of the Document window) is aligned with the top edge of the artboard.

- 3 Navigate to the second artboard by choosing 2 from the Artboard Navigation menu.



Notice that the rulers start at 0 in the upper-left corner in this second artboard as well. Each artboard has its own ruler system, with the zeros for horizontal and vertical rulers starting in the upper-left corner of each artboard. You will learn about changing the zero point and other ruler options in Lesson 4, “Transforming Objects.”

- 4 Navigate back to the first artboard by choosing 1 from the Artboard Navigation menu.

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.

Next, you will open several documents.

- 1 Choose File > Open and, in the Lesson01 folder, Shift-click to select the L1start_2.ai and L1start_3.ai files that are located in the Lessons folder on your hard disk. Click Open to open both files at once.

You should now have three Illustrator files open: brochure.ai, L1start_2.ai, and L1start_3.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.

- 2 Click the brochure.ai document tab to show the brochure.ai Document window.
- 3 Click and drag the brochure.ai document tab to the right so that it is between the L1start_2.ai and L1start_3.ai document tabs.



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.

Note: Your tabs may be in a slightly different order. That’s okay. Be careful to drag directly to the right. Otherwise, you could undock the Document window and create a new group. If that happens, choose Window > Arrange > Consolidate All Windows.

► **Tip:** You can cycle between open documents by pressing Ctrl+F6 (next document), Ctrl+Shift+F6 (previous document) (Windows) or Command+~ (next document), Command+Shift+~ (previous document) (Mac OS).

- 4 Drag the document tabs in the following order, from left to right: brochure.ai, L1start_2.ai, L1start_3.ai.

These three documents are versions of marketing pieces. To see all 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 and is discussed further in the next section. Tiling shows multiple Document windows at one time, in various arrangements.

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

- 5 On the Mac OS (Windows users can skip to the next step), choose Window > Application Frame. Then, click the green button in the upper-left corner of the Application window so that the 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.

- 6 Choose Window > Arrange > Tile.

This shows all three Document windows arranged in a pattern.

- 7 Click in each of the Document windows to activate the documents. 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.

● **Note:** Your documents may be tiled in a different order. That's okay.



With documents tiled, you can drag the dividing lines between each of the Document windows to reveal more or less of a particular document. You can also drag objects between documents to copy them from one document to another.

► **Tip:** You can also choose Window > Arrange > Consolidate All Windows to return the two documents to tabs in the same group.

- 11 Click to select the L1start_2.ai tab if it is not already selected. Then, click the Close button (X) on the L1start_2.ai document tab to close the document. If a dialog box appears asking you to save the document, click No (Windows) or Don't Save (Mac OS).
- 12 Click the Arrange Documents button (☐⇧) in the Application bar, and click the Consolidate All button (☐) in the Arrange Documents window. This returns the two documents to tabs in the same group. Keep the brochure.ai and L1start_3.ai documents open.

Exploring document groups

By default, open documents in Illustrator are arranged as tabs in a single group of windows. You can create multiple groups of files for easier navigation and temporarily associate files together. This can be helpful if you are working on a large project that requires you to create and edit multiple pieces. Grouping documents lets you float the groups so that they are separate from the application window (Windows) or screen (Mac OS).

Next, you will create and work with two groups of files.

- 1 Click to select the L1start_3.ai file tab, if not already selected.
- 2 Choose Window > Arrange > Float All In Windows. This creates separate groups for all open documents. By default, the groups are cascaded with one on top of the other.

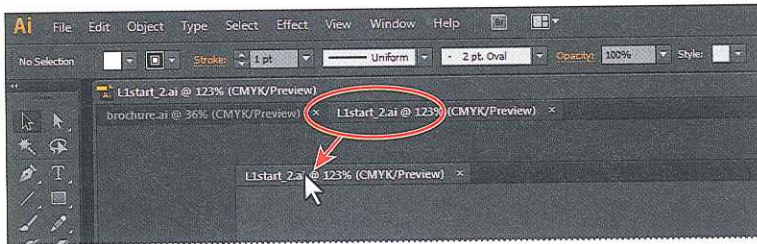


Document windows floating in separate groups

- 3 Click the title bar for brochure.ai, and notice that L1start_3.ai is not visible. L1start_3.ai is now behind brochure.ai.
 - 4 Choose File > Open and, in the Lesson01 folder, select the L1start_2.ai file, which is located in the Lessons folder on your hard disk. Click Open. Notice that the newly opened document is added as a document tab to the group that contains brochure.ai.
- **Note:** When you open a document or create a new document, that document is added to the currently selected group.
- 5 Choose Window > Arrange > Cascade to reveal both groups.
 - 6 Click the Minimize button in the upper-right corner (Windows) or the upper-left corner (Mac OS) of the L1start_3.ai group.

● **Note:** If you cannot select the L1start_3.ai group, choose Window > L1start_3.ai at the bottom of the Window menu.

- 7 Choose Window > L1start_3.ai to show the document again.
- 8 Click the Close box (Windows) or Close button (Mac OS) to close the L1start_3.ai group. If a dialog box appears asking you to save the document, click No (Windows) or Don't Save (Mac OS).
- 9 Drag the document tab for L1start_2.ai down until the document appears to float freely. This is another way to create a floating group of documents.



- 10 Close the L1start_2.ai file, and leave brochure.ai open. If a dialog box appears asking you to save the document, click No (Windows) or Don't Save (Mac OS).
- 11 On Windows (Mac OS users can skip to the next step), choose Window > Arrange > Consolidate All Windows.
- 12 On the Mac OS, choose Window > Application Frame to deselect the Application frame.
- 13 Choose View > Fit Artboard In Window to fit the first artboard of brochure.ai in the Document window.
- 14 Choose File > Close to close the document without saving.

Review questions

- 1 Describe two ways to change the view of a document.
- 2 How do you select tools in Illustrator?
- 3 Describe three ways to navigate between 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 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 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 Choose Window > Workspace > New Workspace to create custom work areas and make it easier to find the controls that you need.
- 5 Arranging Document windows allows you to tile windows or cascade document groups. This can be useful if you are working on multiple Illustrator files and you need to compare or share content between them.