

Step-by-Step Tasks in Full Color

Includes

- Workshops ▶
- ACE Exam Objectives ▶
- More than 500 Essential
Illustrator CS5 Tasks ▶

Adobe®

Illustrator® CS5

1 2 3 4 5 6 7 on Demand

What you need, when you need it!

que®

Steve Johnson, Perspection, Inc.

Adobe® Illustrator® CS5 On Demand

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Introduction

Welcome to *Adobe Illustrator CS5 On Demand*, a visual quick reference book that shows you how to work efficiently with Illustrator. This book provides complete coverage of basic to advanced Illustrator skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Illustrator CS5, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Illustrator. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P (Win) or ⌘+P (Mac), as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at www.perspection.com and in the back of this book.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

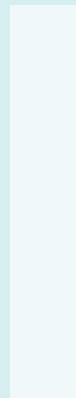
Step-by-Step Instructions

Real World Examples

Workshops

Adobe Certified Expert

Get More on the Web

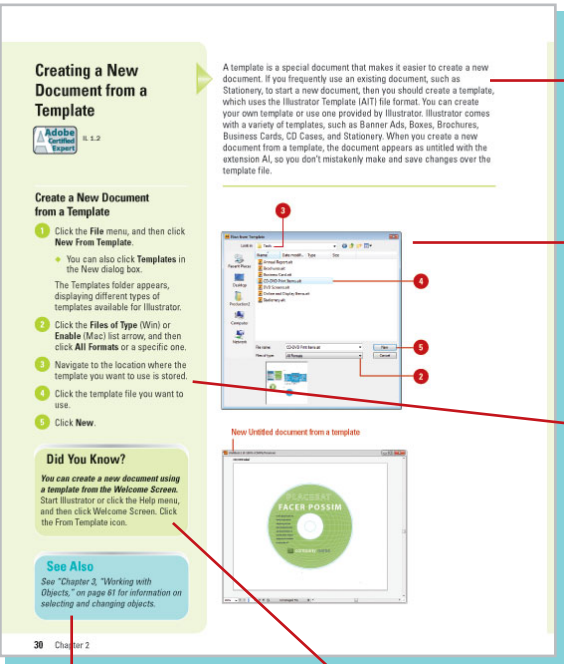


Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.

Real World Examples

This book uses real world example files to give you a context in which to use the task. By using the example files, you won’t waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the Web at www.perspection.com.



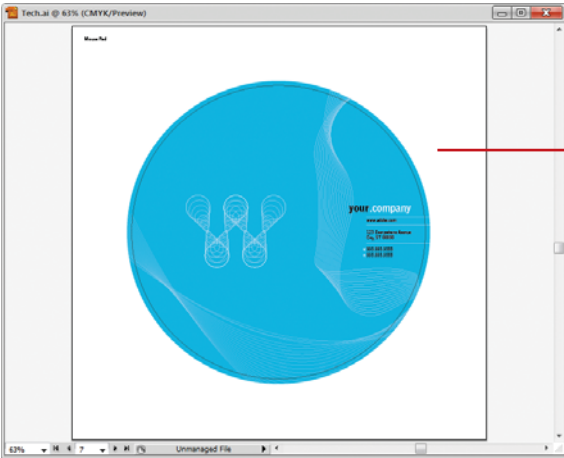
Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.



Real world examples help you apply what you’ve learned to other tasks.

Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the Web at www.perspection.com.

Adobe Certified Expert

This book prepares you fully for the Adobe Certified Expert (ACE) exam for Adobe Illustrator CS5. Each Adobe Certified Expert certification level has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with an ACE objective to confirm that you can meet the requirements for the exam. Information about the ACE program is available in the back of this book. The Adobe Certified Expert objectives and the specific pages that cover them are available on the Web at www.perspection.com.

Workshops

Introduction

The Workshop is all about being creative and thinking outside of the box. These workshops will help your right-brain soar, while making your left-brain happy; by explaining why things work the way they do. Exploring Illustrator's possibilities is great fun; however, always stay grounded with knowledge of how things work. Knowledge is power.

Getting and Using the Project Files

Each project in the Workshop includes a start file to help you get started with the project, and a final file to provide you with the results of the project so you can see how well you accomplished the task.

Before you can use the project files, you need to download them from the Web. You can access the files at www.perspection.com in the software downloads area. After you download the files from the Web, uncompress the files into a folder on your hard drive to which you have easy access from Illustrator.

Project 1: Creating and Using Multiple Artboards

Skills and Tools: Artboards

Artboards are regions of a document that contain printable artwork. You can use artboards as crop areas for printing or placement. You can create multiple artboards up to 100, which are useful for creating documents at different sizes, creating and organizing artwork elements in different places within the same document, and creating multiple page PDFs. You can view all of your artboards by using Artboard Navigation on the Status bar. Each artboard is numbered so you can quickly switch between them. You can only work on one artboard at a time. After you activate an artboard, you can perform the following artboard operations: change the view (outline or preview), resize, move the artboard with or without its contents, rotate, and delete. In addition, you can also change the display for artboard rulers, center mark, cross hairs, and video safe areas.

The Project

In this project, you'll learn how to create and use multiple artboards to work with multiple art pieces in a document.

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The **Workshops** walk you through in-depth projects to help you put Illustrator to work.

Adobe Certified Expert

About the Adobe Certified Expert (ACE) Program

The Adobe Certified Expert (ACE) program is for graphic designers, Web designers, systems integrators, value-added resellers, developers, and business professionals seeking official recognition of their expertise on Adobe products.

What Is an ACE?

An Adobe Certified Expert is an individual who has passed an Adobe Product Proficiency Exam for a specific Adobe software product. Adobe Certified Experts are eligible to promote themselves to clients or employers as highly skilled, expert-level users of Adobe software. ACE certification is a recognized worldwide standard for excellence in Adobe software knowledge. There are three levels of ACE certification: Single product certification, Specialist certification, and Master certification. To become an ACE, you must pass one or more product-specific proficiency exams and sign the ACE program agreement. When you become an ACE, you enjoy these special benefits:

- Professional recognition
- An ACE program certificate
- Use of the Adobe Certified Expert program logo

What Does This Logo Mean?

It means this book will prepare you fully for the Adobe Certified Expert exam for Adobe Illustrator CS5. The certification exam has a set of objectives, which are organized into broader skill sets. The Adobe Certified Expert objectives and the specific pages throughout this book that cover the objectives are available on the Web at www.perspection.com.



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Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up-to-speed faster with Illustrator CS5. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done. Also available in the back of this book.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Illustrator documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at www.perspection.com.

Keyboard Shortcuts

Adobe Illustrator CS5

If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

If you're searching for new keyboard shortcuts in Illustrator CS5, just look for the letter: **N**. The **N** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

Keyboard Shortcuts		
Command	Windows	Macintosh
Selecting Tools		
Artboard tool	Shift + O	Shift + O
Selection tool	V	V
Direct Selection tool	A	A
Magic Wand tool	Y	Y
Lasso tool	Q	Q
Pen tool	P	P
Blob Brush tool	Shift + B	Shift + B
Add Anchor Point tool	+ (plus)	+ (plus)
Delete Anchor Point tool	- (minus)	- (minus)
Convert Anchor Point tool	Shift + C	Shift + C
Type tool	T	T
Line Segment tool	\ (backslash)	
Rectangle tool	M	M
Ellipse tool	L	L

Additional content is available on the Web.

Working with Objects

Introduction

Adobe Illustrator is an application that gives you great control over vector graphics, which include vector shapes and vector objects. Vector graphics are created using mathematical shapes, not pixels, and that's why vector shapes are considered resolution-independent. When you draw a vector object, you create one or more lines called a path. A path is made up of one or more curved or straight line segments. The start and end points for a line segment is known as an anchor point, which you can drag to change and move.

Illustrator provides drawing tools on the Tools panel that you can use to create a variety of shapes, including rectangles, rounded rectangles, ellipses, polygons, stars, flares, lines, arcs, spirals, rectangle grids, and polar (circular) grids. After you draw an object, you can use Illustrator selection tools to modify it. The two main selection tools are the Selection tool and the Direct Selection tool. The Selection tool allows you to select entire objects, while the Direct Selection tool allows you to select paths and segments. In addition to these tools, you can also use the Select menu. The Select menu provides a variety of powerful selection commands for you to use in a document or artboard. For example, you can select objects whose attributes (including Appearance, Blending Modes, Fill & Stroke, Opacity, and Stroke Color) are similar to the current or last selection.

After you select one or more objects, you can move, align, group, and transform them. The transformation tools allow you to rotate, scale (resize), reflect (mirror image), or shear (slant) an object.

What You'll Do

Understand Vector and Raster Images

Understand Paths

Select a Drawing Mode

Create Pixel Aligned Objects

Create Rectangle and Ellipses

Create Polygons and Stars

Create Line Segments

Create Arcs, Spirals, and Grids

Use the Shape Builder Tool

Create Perspective Objects

Use the Selection Tool

Use the Direct Selection Tool

Use the Lasso Tool

Use the Magic Wand Tool

Select and Group Objects

Save and Edit Selections

Move and Duplicate Objects

Align and Distribute Objects

Transform Objects

Rotate, Scale, Reflect, or Shear Objects

Apply Multiple Transformations

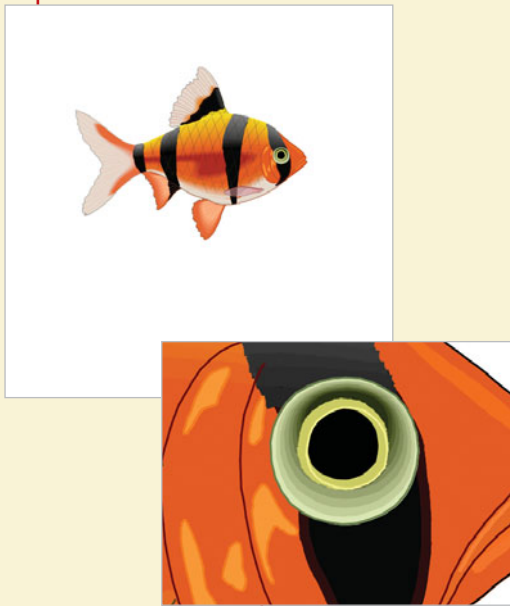
Reshape Objects with Envelopes

Understanding Vector and Raster Graphics

Illustrator is an application that gives you great control over vector graphics, which include vector shapes and vector objects. Vector graphics are created using mathematical shapes, not pixels, and that's why vector shapes are considered resolution-independent. For example, if you enlarge a vector image to 100 times its original size, Illustrator merely changes the mathematical formulas to reflect the new size, and since vector shapes are constructed of mathematical data instead of pixels, file sizes are extremely small.

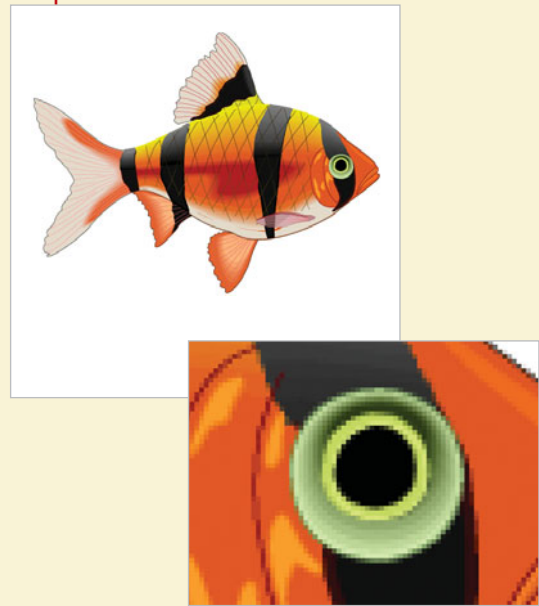
Raster graphics, such as bitmaps and photographs, are images created using individual pixels that identify one piece of color information. The reason raster images are considered resolution-dependent is that once the image is created or scanned, any enlargement of the image forces Illustrator to enlarge and average the existing color information in the document. This process, called **interpolation**, is what causes enlarged raster images to become blurred, or pixelated.

Vector Image



Close up shows lines

Raster Image



Close up shows pixels

Understanding Paths

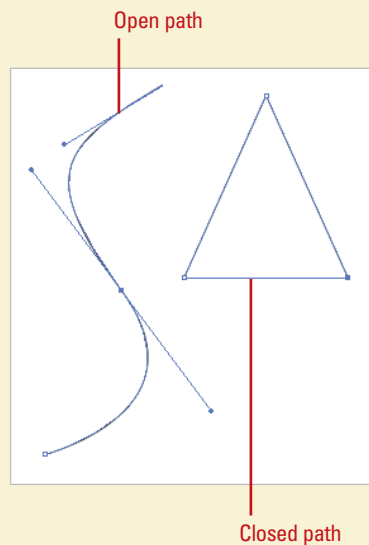
When you draw an object, you create one or more lines called a **path**. A path is made up of one or more curved or straight lines, known as **segments**. The start and end points for a segment is called an **anchor point**. An anchor point is a bending point to modify the line segment. A path can be open or closed. An open path has open-ended endpoints, such as a line, while a closed path has connected endpoints, such as a circle. Paths can have two types of anchor points: smooth points or corner points. A smooth point connects two curved segments to create a smooth line, while a corner point connects two straight or curved segments to create a path direction change. You can draw a path using both smooth and corner points. The outline of a path is called a stroke, which you can format with different characteristics. You can specify stroke weight (thickness), color, or a dashed pattern. The interior of an open or closed path is called a fill, which you can also format with a color or gradient.

You can change the shape of a path by dragging its anchor point. A selected anchor point or endpoint appears as a solid square, while an unselected one appears as a white square. When you select an anchor point with a curved segment, a direction line appears with direction points on each end, which you can drag to change the shape of the path. When you change the shape of a smooth point with curved segments on each side, both segments get changed. When you change a shape of a corner point, the corner is maintained, but adjusted based on the change.

Working with Anchor Points

In Illustrator, you can show or hide anchor points, direction lines, and direction points by choosing the **View** menu, and then choosing **Show Edges** or **Hide Edges**. If you want to show or hide direction lines for selected anchor points, select the **Direct Selection** tool, select the anchor point that you want, and then click **Show Handles For Multiple Selected Anchor Points** or **Hide Handles For Multiple Selected Anchor Points** button in the Control panel.

You can specify options in the Selection & Anchor Display preferences to always show handles when multiple anchor points are selected (this option is turned off by default).



Selecting a Drawing Mode

Select a Drawing Mode

- 1 Select the **Drawing Mode** tool on the Tools panel:
 - ◆ **Draw Normal.** Draws an object on top of any other object; the default mode.
 - ◆ **Draw Behind.** Draws an object behind all objects (no selection) or directly behind a selected object.
 - ◆ **Draw Inside.** Draws an object inside a single selected object.

TIMESAVER Press Shift+D to cycle through the Drawing Mode tools.

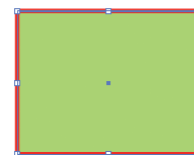
Did You Know?

You can create a clipping mask using the Draw Inside mode. Select the path you want to draw, and then click the Draw Inside mode button on the Tools panel. Subsequent paths are clipped by the selected path until you switch to the Draw Normal mode. The clipping masks created using the Draw Inside mode retain the appearance on the clipping path unlike the Make command on the Clipping Mask submenu on the Object menu.

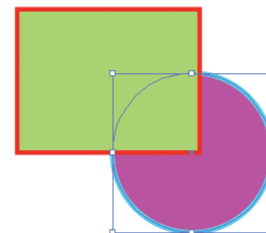
In Illustrator, you can specify how and where you want to draw an object. You can draw on top of an object, behind an object, or inside an object using one of the following drawing modes (**New!**): Draw Normal, Draw Behind, or Draw Inside. Draw Normal mode is the default drawing mode and the one used in previous versions of Illustrator. The Draw Behind mode allows you to draw behind all objects on a selected layer (no other objects selected). If an object is selected, the new object is drawn directly behind it. The Draw Inside mode allows you to draw inside a single selected object, which automatically creates a clipping mask from the select object. You can select a drawing mode at the bottom of the Tools panel or use the Shift+D keyboard shortcut to cycle through each one.



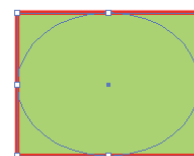
Draw Inside
Draw Behind
Draw Normal



Draw Normal



Draw Behind



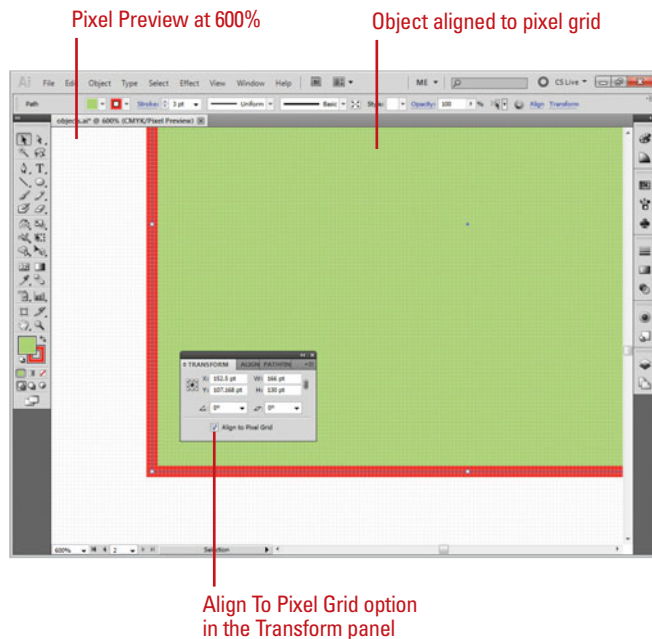
Draw Inside

Creating Pixel Aligned Objects

Work with Pixel Aligned Objects

- ◆ **Align All Objects in a New Document.** Click the **File** menu, click **New**, specify new document settings, select the **Align New Objects To Pixel Grid** check box in the Advanced section, and then click **OK**.
- ◆ **Align Existing Objects.** Select the object, open the Transform panel, and then select the **Align To Pixel Grid** check box.
- ◆ **Not Align Objects.** Select the objects you want to change, click the **Select** menu, point to **Object**, and then click **Not Aligned To Pixel Grid**.
- ◆ **View The Pixel Grid.** Click the **View** menu, click **Pixel Preview**, and then zoom to 600% or higher (**New!**).
 - ◆ To set preferences for viewing pixel grid, click the **Illustrator** (Mac) or **Edit** (Win) menu, point to **Preferences**, click **Guides & Grid**, select the **Show Pixel Grid (Above 600% Zoom)** check box, and then click **OK** (**New!**).

Pixel aligned vector objects (**New!**) allow you to create precisely drawn images that look crisp and sharp for use on different outputs, such as the Web and mobile devices. The Align to Pixel Grid option enables the vertical and horizontal segments of the paths of an object to be nudged and aligned to the pixel grid. The stroke width become full integer values to create crisp paths. To view the pixel grid, zoom to 600% or higher in Pixel Preview mode. The Align to Pixel Grid option remains enabled with the object until it's disabled. You can set the option in the Advanced section of the New Document dialog box or the Options menu on the Transform panel. The option in the New Document dialog box, applies it any new objects in the document. You cannot pixel-align objects without paths, such as rasters, raster effects, and text objects.



Creating Rectangles and Ellipses

Draw an Ellipse or Circle

- 1 Select the **Ellipse** tool on the Tools panel.

TIMESAVER Press **L** to select the Ellipse tool.

- 2 Select a **Stroke** and **Fill Color** from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse.

TIMESAVER Press and hold **Shift** while you drag to create a circle.

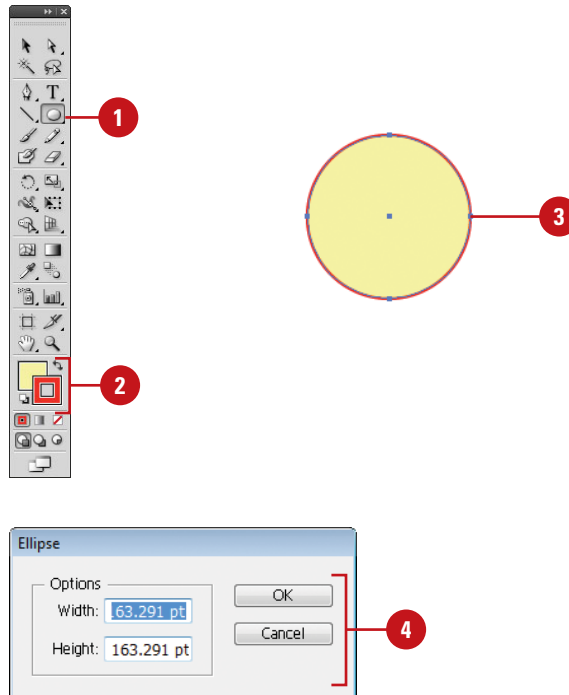
- 4 To create an oval or circle with a specific width and height, click on the artboard where you want the top left corner, enter width and height values, and then click **OK**.

Did You Know?

You can enter values ranging from 0 to 100 points in the Rounded Rectangle Settings dialog box. A value of zero gives you a straight-sided-square. Higher numbers produce squares with more rounded sides.

You can draw shapes without a stroke or a fill. Set either of these properties to No Fill in the Colors section of the Tools panel or in the Color panel.

The Illustrator Tools panel includes several tools for quickly creating simple geometric vector shapes. They are easy to use; you just click and drag on the Stage to create the shapes. The Rectangle tool creates rectangles with square or rounded corners. The Ellipse tool creates circular shapes such as ovals and circles. These shapes can be comprised either of Strokes, which are lines that surround and define the shape, or Fills, which can be a color or texture inside the shape, or both.



Draw a Rectangle or Rounded Rectangle

- 1 Click the **Rectangle** or **Rounded Rectangle** tool on the Tools panel.

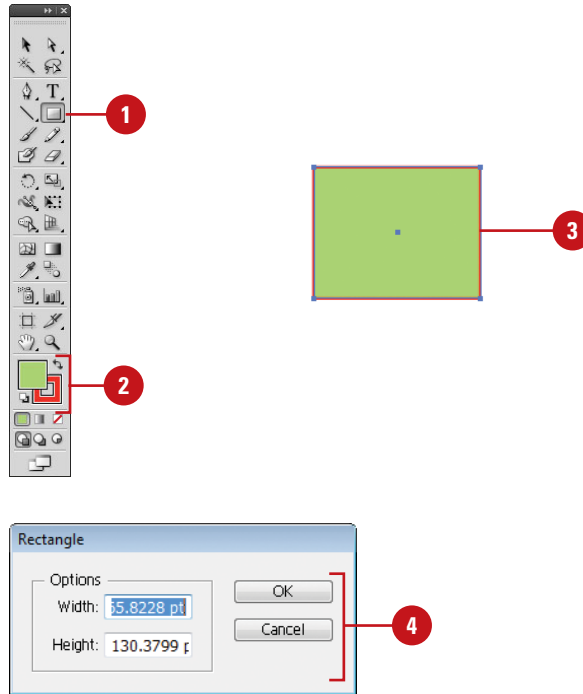
TIMESAVER Press *M* to select the Rectangle tool.

- 2 Select a **Stroke** and **Fill** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse.

TIMESAVER Press and hold *Shift* while you drag to create a square.

- 4 To create a square, rectangle, or rounded rectangle with a specific width and height, click on the artboard where you want the top left corner, enter width and height values, and then click **OK**.



Did You Know?

You can change the corner radius for a rounded rectangle. While you drag a rounded rectangle, press the Up Arrow or Down Arrow key. To create square corners, press the Left Arrow key. To create corners with maximum roundness, press the Right Arrow key.

You can draw shapes with no stroke or fill. If you want to draw an oval or a rectangle without a stroke or fill, you can set either of these options to No Fill in the Colors area of the Tools panel or in the Color Mixer.

You can create a flare shape using the Flare tool. Select the Flare tool on the Tools panel, click and drag on the artboard, and then release the mouse.

Creating Polygons and Stars

Draw a Polygon or Star Shape

- 1 Select the **Polygon** or **Star** tool on the Tools panel.

The pointer becomes a crosshair that you can drag anywhere on the artboard.

- 2 Select a **Stroke** and **Fill** color from the Colors area of the Tools panel.

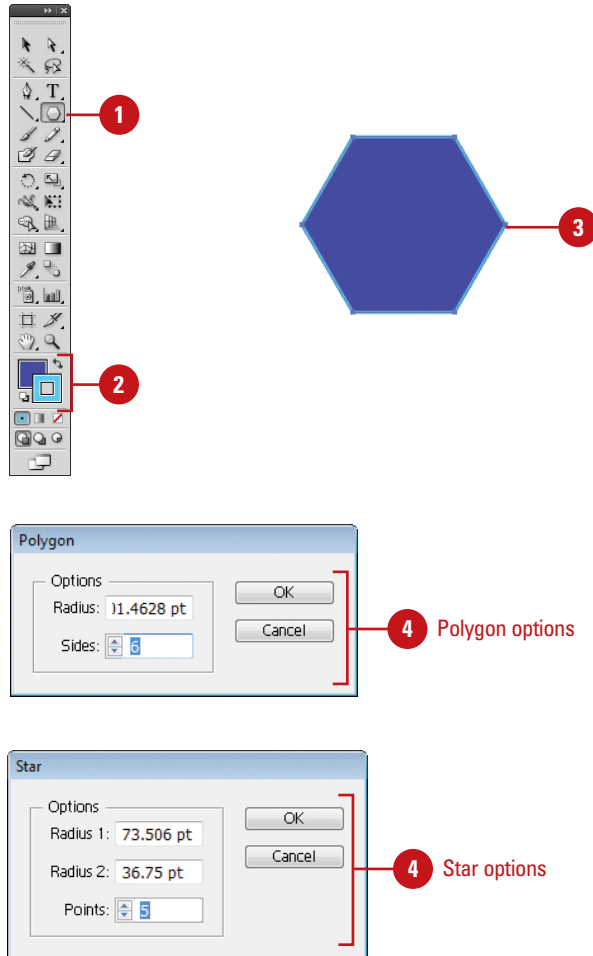
- 3 Click and drag on the artboard, and then release the mouse.

TIMESAVER Press and hold **Shift** while you drag to create a proportional shape.

- 4 To create a shape with a specific radius and number of sides or points, click on the artboard where you want the center of the shape, enter the following values, and then click **OK**.

- ◆ **Polygon.** Enter a radius and number of sides for the polygon. To create a triangle, enter 3 sides.
- ◆ **Star.** Enter radius 1 for the distance from the center of the star to the innermost points and enter radius 2 for the distance from the center to the outermost points.

The Polygon and Star tools work in much the same way as the Ellipse and Rectangle tools do to allow you to easily create complex vector shapes. You can use these tools to create either polygons or stars. Polygons are shapes based on a center radius and a number of sides, while stars are shapes based on two center radii: one for the distance from the center of the star to the innermost points, and another for the distance from the center to the outermost points. Experiment with several options to get the kind of shape you want.



Creating Line Segments

Draw a Line Segment

- 1 Click the **Line Segment** tool on the Tools panel.

The pointer becomes a crosshair that you can drag on the artboard.

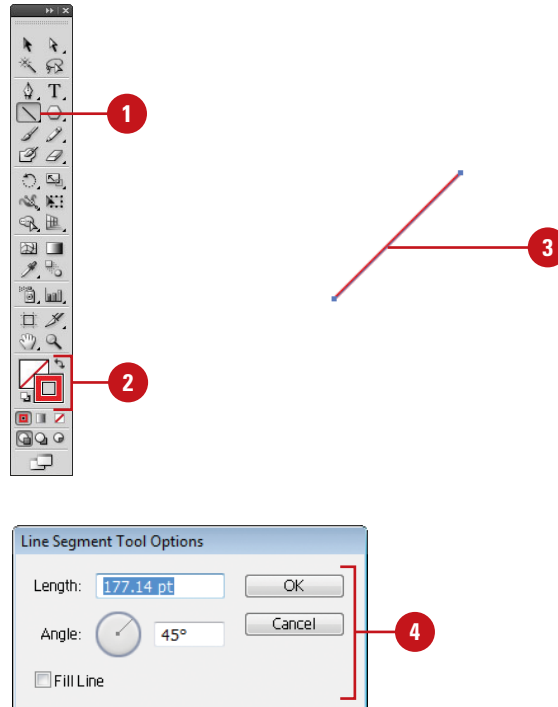
TIMESAVER Press `\` to select the **Line** tool.

- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the line is the length you need.

TIMESAVER Hold down the **Shift** key, and then drag to draw a 45, 90, or 180 degree line.

- 4 To create a line with a specific length and angle, click on the artboard where you want the line to begin, enter length and angle values, select the **Fill Line** check box to fill the line with the current fill color, and then click **OK**.

The Line Segment tool draws perfectly straight lines in any direction you drag your mouse. In Illustrator, a line is called a stroke and there is a variety of thicknesses, styles, colors, and fills that can be applied to it. You can also create your own line style for specific types of dashed, dotted or artistic lines. You can constrain the path a line draws to 45-degree angles or create closed shapes by intersecting the lines you draw.

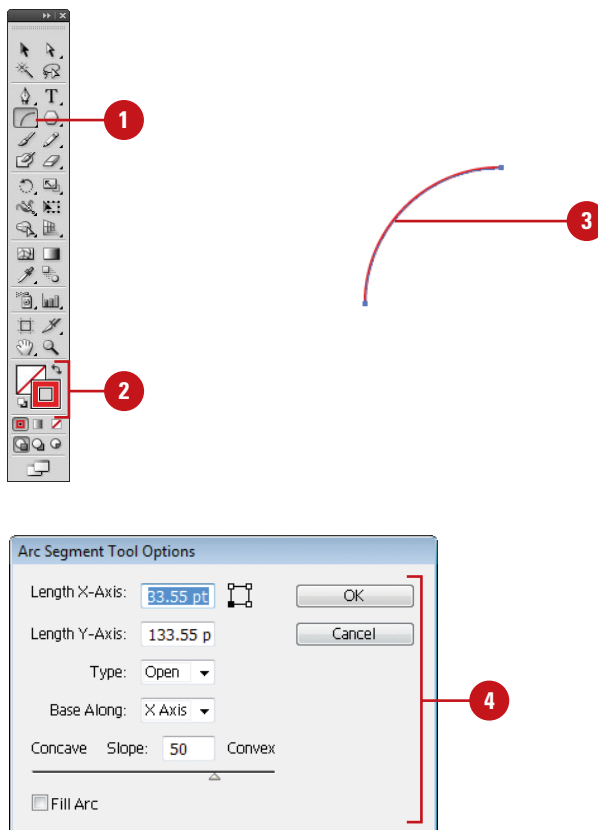


Creating Arcs and Spirals

Draw an Arc

- 1 Click the **Arc** tool on the Tools panel.
The pointer becomes a crosshair that you can drag on the artboard.
- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the arc is the length you need.
- 4 To create an arc with specific settings, click on the artboard where you want the arc to begin, enter x and y lengths, specify type (open or closed), arc direction (Base Along) and slope options, select the **Fill Arc** check box to fill the arc with the current fill color, and then click **OK**.

The Arc and Spiral tools make it easy to create unique and interesting shapes. These tools draw curved lines to create an individual arc or a Spiral wind. An arc consists of an x and y axis length, open or closed path, arc direction (known as the Base Along), arc slope, and arc fill (optional). A Spiral consists of a radius from the center to the outermost point in the Spiral, decay (the amount each wind decreases), number of segments for the spiral, and Spiral style. Each full wind of a Spiral consists of four segments.

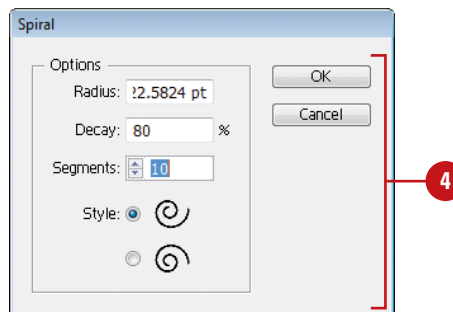
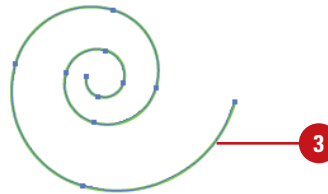


Draw a Spiral

- 1 Click the **Spiral** tool on the Tools panel.

The pointer becomes a crosshair that you can drag on the artboard.

- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the Spiral is the length you need.
- 4 To create a Spiral with specific settings, click on the artboard where you want the Spiral to begin, enter a radius (distance) from the center to the outermost point, decay percentage (amount of the wind decreases), the number of segments, and style options, and then click **OK**.



Creating Grids

Draw Rectangle Grids

- 1 Click the **Rectangle Grid** tool on the Tools panel.

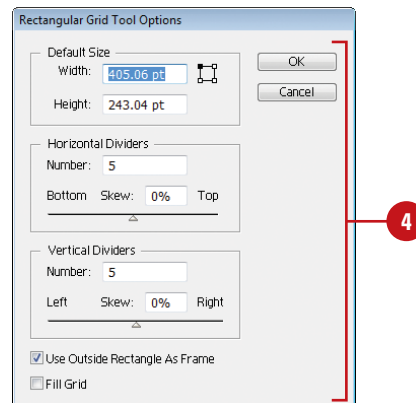
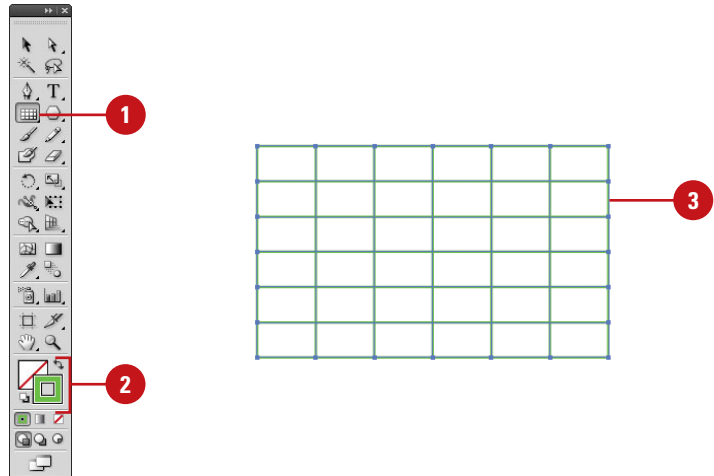
The pointer becomes a crosshair that you can drag on the artboard.

- 2 Select a **Stroke** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse when the grid is the size you need.

- 4 To create a grid with specific settings, click on the artboard where you want the grid reference point, enter a width and height for the grid, specify the number of horizontal and vertical dividers, select the **Use Outside Rectangle As Frame** check box to replace individual segments with a separate rectangle object, select the **Fill Grid** check box to fill the grid with the current fill color, and then click **OK**.

The grid tools on the Tools panel allow you to create a rectangular or circular polar grid. The Rectangular Grid tool creates rectangular grids of a specified size and number of horizontal and vertical dividers. The Polar Grid tool creates concentric circles of a specified size and specific number of concentric and radial dividers.



Draw Circular Polar Grids

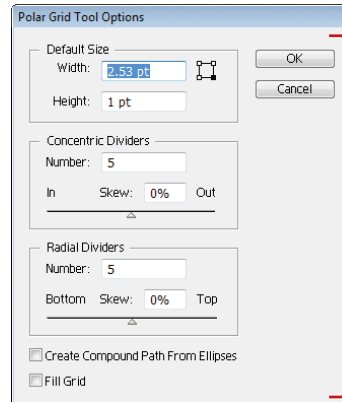
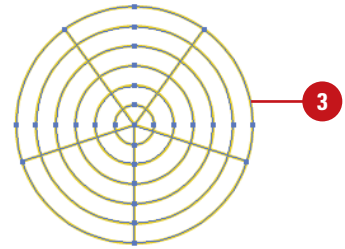
- 1 Click the **Polar Grid** tool on the Tools panel.

The pointer becomes a crosshair that you can drag on the artboard.

- 2 Select a **Stroke** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse when the grid is the size you need.

- 4 To create a grid with specific settings, click on the artboard where you want the grid reference point, enter a width and height for the grid, specify the number of concentric and radial dividers, select the **Create Compound Path From Ellipses** check box to replace circles with separate compound paths, select the **Fill Grid** check box to fill the grid with the current fill color, and then click **OK**.



Using the Shape Builder Tool

Create an Object with the Shape Builder Tool

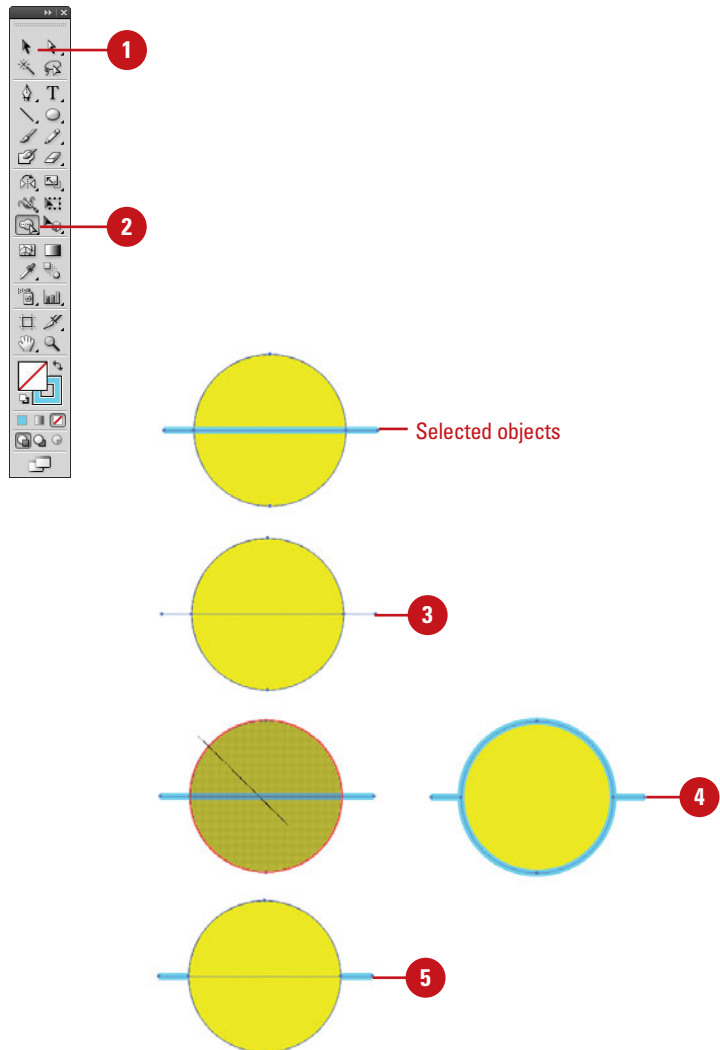
- 1 Click the **Selection** tool on the Tools panel, and then select only the paths you want to merge to create a shape.
- 2 Click the **Shape Builder** tool on the Tools panel. By default, merge mode is selected.
- 3 To break or extract a region from the shape, click the selected region.
- 4 To merge paths, drag along the region.

The two regions get merged to form a new shape. The attributes from the region are applied to the merging shapes.

TIMESAVER Press **Shift** as you drag, displays a rectangle marquee for merging multiple paths.

- 5 To erase paths, press **Option** (Mac) or **Alt** (Win) and click the closed region or edge you want to delete.

The Shape Builder tool (**New!**) allows you to create complex objects by merging and erasing simpler objects. The Shape Builder tool selects edges and regions of an object, which can be merged or erased to form a new object. An edge is any section of a path that doesn't intersect the path of other selected objects and a region is a closed area. You can also break overlapping objects to create new ones. The style attributes of an object are adopted after the merge. By default, the Shape Builder tool is in merge mode, however, you can switch to erase mode by using the **Option** (Mac) or **Alt** (Win) key. Before you start using the Shape Builder tool, you can set up and customize options, such as coloring source, highlighting, and gap detection, to suit your own preferences.



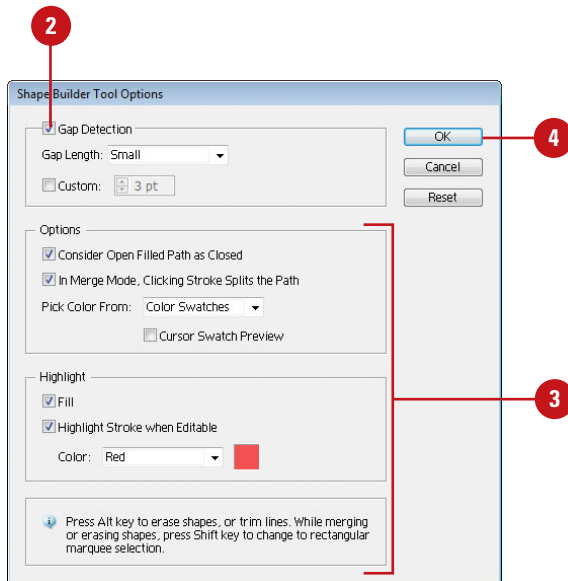
Set Shape Builder Tool Options

- 1 Double-click the **Shape Builder** tool on the Tools panel.
- 2 To detect and show the gap between objects, select the **Gap Detection** check box, and then select a **Gap Length**, either **Small** (3 points), **Medium** (6 points), or **Large** (12 points), or select the **Custom** check box and specify a point size length.

IMPORTANT Make sure the gap length value is close to the actual gap length, otherwise Illustrator may not detect it.

- 3 Specify the Options and Highlight settings you want:
 - ◆ **Consider Open Filled Path as Closed.** Select to create an invisible edge for an open path to make a region.
 - ◆ **In Merge Mode, Clicking Stroke Splits the Path.** Select to split the parent path into two; the first edge you click specifies the split location.
 - ◆ **Pick Color From.** Select **Color Swatches** or **Artwork** as the source for coloring objects. If you select Color Swatches, select the **Cursor Swatch Preview** check box to preview and select colors.
 - ◆ **Fill.** Select to highlight the merged area in gray or mouse over the selected path.
 - ◆ **Highlight Stroke When Editable.** Select to highlight strokes you can edit in the color you select.

- 4 Click **OK**.

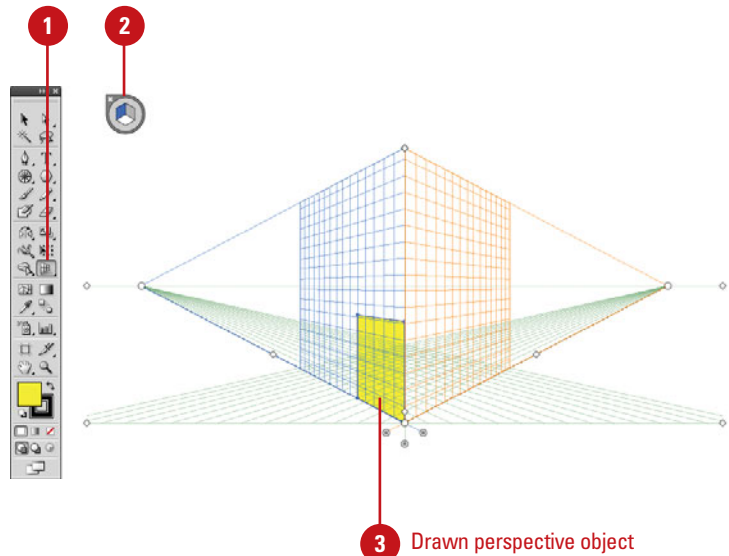


Creating Perspective Objects

Draw Perspective Objects

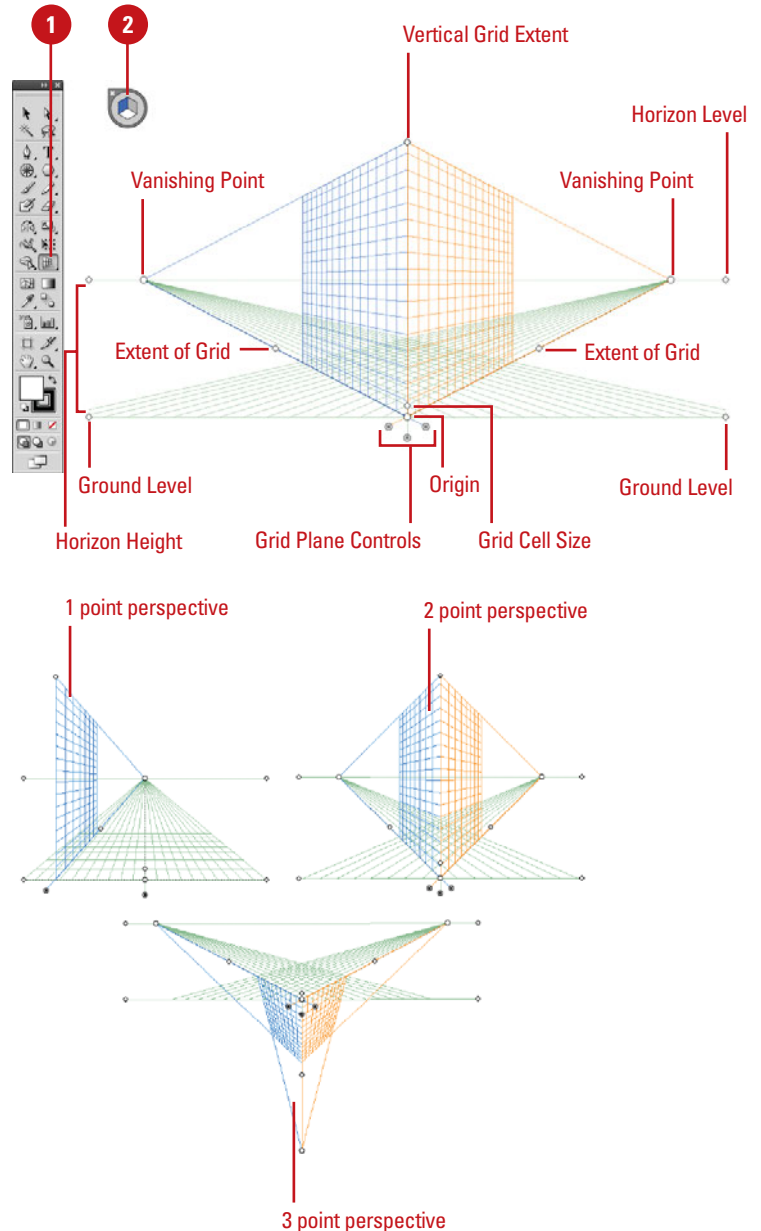
- 1 Click the **Perspective Grid** tool on the Tools panel.
 - ◆ If the grid doesn't appear, click the **View** menu, point to **Perspective Grid**, and then click **Show Grid**.
- 2 To select a perspective grid preset, click the **View** menu, point to **Perspective Grid**, point to a Point Perspective (One, Two, or Three), and then select a preset.
- 3 To draw objects on the grid, do any of the following:
 - ◆ **Draw Perspective Objects.** Select a Line tool (other than the Flare tool) or Rectangle tool, and then drag to draw it.
 - ◆ **Attach Normal Objects.** Select the plane to which you want to use, select the normal object, click the **Object** menu, point to **Perspective**, and then click **Attach to Active Plane**.
 - ◆ **Release Perspective Objects.** Select the attached object, click the **Object** menu, point to **Perspective**, and then click **Release with Perspective**.
 - ◆ **Move Plane to Match Objects.** Select the existing object, click the **Object** menu, point to **Perspective**, and then click **Move Plane To Match Object**.

The Perspective Grid tool (**New!**) allows you to display a perspective grid that you can use to draw shapes and create scenes with 1, 2, or 3-point perspective. For example, you can create a row of trees down a street to create perspective. The perspective grid provides presets with a 1, 2, or 3-point perspective to help you get started. You can change the viewing angle and distance along with widgets to control vanishing points, horizon height, ground level, and the origin. You can draw objects directly on the perspective grid or attach existing ones to it. If you want to match the depth or height of an existing perspective object, you can use the Move Plane To Match Object command to adjust the grid, so you can draw or adjust another object to it.



Adjust the Perspective Grid

- 1 Click the **Perspective Grid** tool on the Tools panel.
 - ◆ If the grid doesn't appear, click the **View** menu, point to **Perspective Grid**, and then click **Show Grid**.
- 2 To select the active grid plane, click a plane in the cube (Right, Left, or Horizontal) in the Plane Switching Widget. Click the area outside the cube to select no plane.
- 3 To adjust the perspective grid, drag the left or right controls on the grid for any of the following:
 - ◆ **Ground Level.** Moves the perspective grid.
 - ◆ **Vanishing Points.** Adjusts the perspective in or out.
 - ◆ **Horizon Height.** Adjusts the horizon line up or down.
 - ◆ **Extend the Grid.** Extends or shortens the perspective grid.
 - ◆ **Grid Plane Controls.** Adjust the Right, Horizontal, or Left.
 - ◆ **Grid Cell Size.** Increases or decreases the grid cell size.
 - ◆ **Origin.** Adjusts the X and Y coordinates of the grid plane.
- 4 To set perspective grid related options, click the **View** menu, point to **Perspective Grid**, and then click any of the following:
 - ◆ **Show/Hide Rulers.** Shows or hides the ruler on the height line.
 - ◆ **Snap to Grid.** Snaps an object to a perspective gridlines.
 - ◆ **Unlock/Lock Grid.** Unlocks or locks the perspective grid.
 - ◆ **Lock Station Point.** Locks the station point in place. When you move one vanishing point, the other one moves in sync.

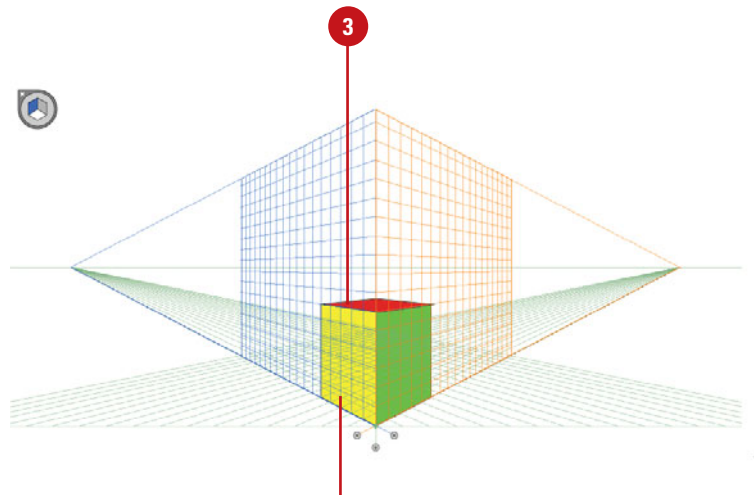


Working with Perspective Objects

Modify Perspective Objects

- 1 Click the **View** menu, point to **Perspective Grid**, and then click **Show Grid**.
- 2 Click the **Perspective Selection** tool on the Tools panel.
- 3 To work with perspective objects on the grid, do any of the following:
 - ◆ **Move Perspective Objects.** Select the object, and then drag it to another position or use the Arrow keys. Press tilde (~) to constrain the move to parallel.
 - ◆ **Move or Copy Perspective Objects and Grid Plane.** Double-click a grid plane control, click the **Move All Objects** or **Copy All Objects** option, click **OK**, and then drag the grid plane control.
 - ◆ **Copy Perspective Objects.** Select the object, and then Option+drag (Mac) or Alt+drag (Win) it to another position.
 - ◆ **Resize Perspective Objects.** Select the object, and then drag a resize handle.
 - ◆ **Add Normal Objects.** Select the active plane, and then drag the normal object to the plane.
 - ◆ **Add Text and Symbols.** Select an existing normal text or symbol, and then drag it on the active plane. To modify the text and symbols, use the **Edit Text**, **Edit Perspective**, and **Isolate Selected Object** buttons on the Control panel.

The Perspective Selection tool (**New!**) allows you to select, move, scale, copy, and transform objects in perspective. You can also add normal objects, text, and symbols to the perspective grid. When you move or change a normal object to the perspective grid, its appearance and scale change to adhere to the grid. You can select perspective objects in the grid with the Perspective Selection tool by clicking individual objects or dragging a selection marquee, just like normal objects.



Three perspective object on the grid; they were moved, copied and resized.

Customizing a Perspective Grid

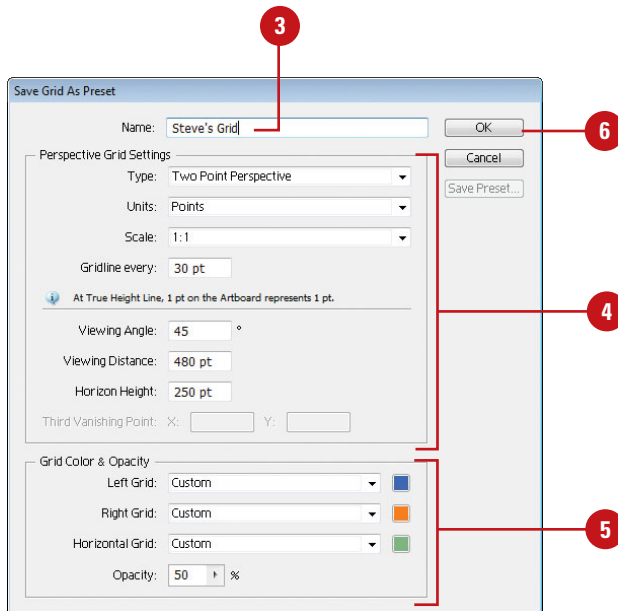
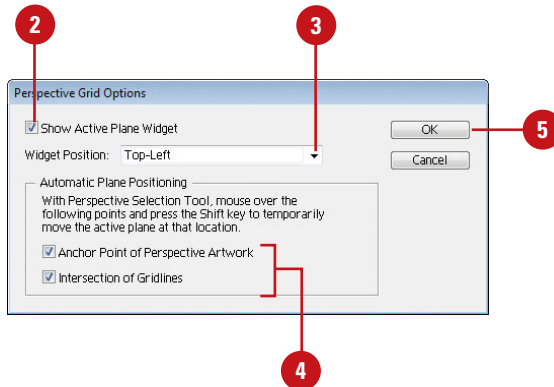
Set Perspective Grid Options

- 1 Double-click the **Perspective Grid** tool on the Tools panel.
- 2 Select the **Show Active Plane Widget** check box to display it.
- 3 Click the **Widget Position** list arrow, and then select a position.
- 4 Select the **Anchor Point Of Perspective Artwork** or the **Intersection Of Gridlines** check boxes to specify the points where you want to temporarily hide the active plane with the Shift key.
- 5 Click **OK**.

Create a Perspective Grid Preset

- 1 Click the **View** menu, point to **Perspective Grid**, and then click **Define Grid** to create a grid (steps 3 thru 6) or manually create one.
- 2 Click the **View** menu, point to **Perspective Grid**, and then click **Save Grid As Preset**.
- 3 Type a name for the preset.
- 4 Specify the perspective grid settings you want.
- 5 Specify the grid color & opacity settings you want.
- 6 Click **OK**.
- 7 To edit a grid preset, click the **Edit** menu, click **Perspective Grid Presets**, select a preset, click **Edit**, make changes, and then click **OK**.

If you create your own perspective grid, you save it as a preset (**New!**) for use later. You can create a perspective grid by using the Define Grid command to set exacting measurements and options or by manually adjusting an existing grid, and then saving it as a preset, which you can edit at any time. When you create or work with an existing perspective grid, you can set grid options (**New!**) to show or hide the active plane widget, change the widget position, and specify which points you want to use to temporarily hide the active plane with the Shift key.



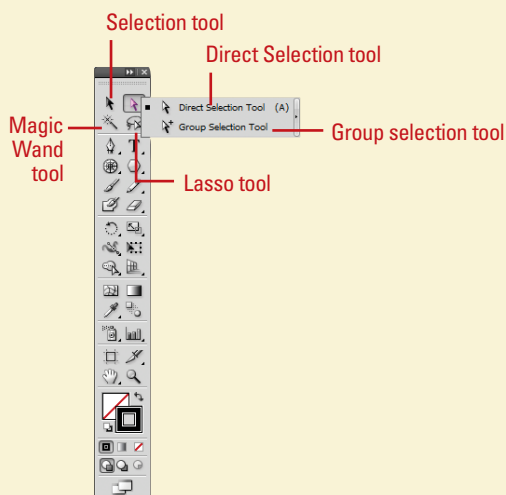
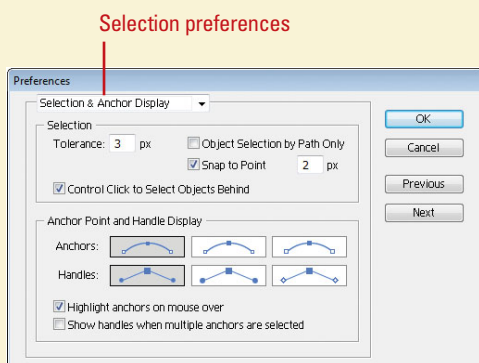
Understanding Selections

When you create vector graphics in Illustrator, they are comprised of distinct segments that can be selected separately or as a whole with a variety of selection tools. The type of editing you need to perform determines which tool you use. For example, a simple rectangle is comprised of four line segments that surround the contour of the shape and one fill in the center. Each of these parts can be selected as a group with the **Selection** tool or individually with the **Direct Selection** tool. To select an object using the fill, you need to deselect the Object Selection by Path Only check box in Selection & Anchor Display preferences. If an object is behind another object, you can use the keyboard shortcut **⌘+click** (Mac) or **Ctrl+click** (Win) to select it (**New!**). The pointer changes to an arrow with a small caret on the first **⌘/Ctrl+click**; as you continue to click the selection moves through the objects under the pointer. To use this option, you need to select the Control Click to Select Objects Behind check box in Selection & Anchor Display preferences.

In addition to the Selection and Direct Selection tools, you can also use the **Group Selection** tool to select all the anchor points on a single path. With the Group Selection tool, click to select an object, click twice to select the object's group, and click three times to select the group within the group (if available). The Group Selection tool is useful for working with multiple objects. If you want to work with an individual object without affecting other objects, it's better to use Isolation Mode.

The **Lasso** tool is a classic selection tool that allows you to select path points and segments by dragging a freeform marquee around them.

The **Magic Wand** tool allows you to select objects of the same or a similar fill color, stroke color, stroke weight, opacity, or blending mode.



Using the Selection Tool

Select an Object with the Selection Tool

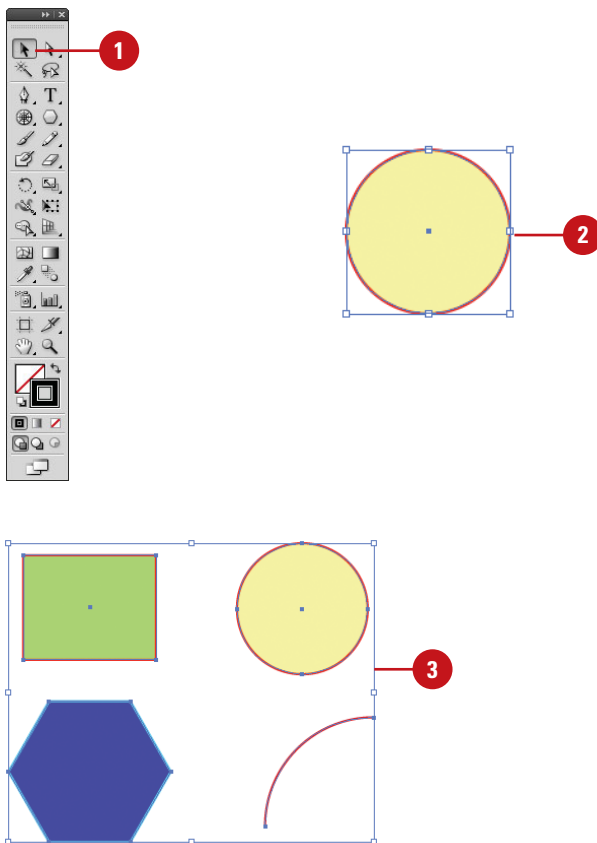
- 1 Click the **Selection** tool on the Tools panel.

The pointer becomes an arrow.

TIMESAVER Press *V* to select the Selection tool.

- 2 Position the arrow on the edge of the object, and then click it.
 - ◆ You can also drag a marquee across all or part of the object to select the entire path.
 - ◆ If the path has a color fill, appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences, you can also click the fill to select the object.
- 3 To add or subtract objects from the selection, hold down the Shift key, and then click unselected objects to add or click selected objects to subtract them from the selection.

There are several ways to select objects in Illustrator. With the Selection tool, you can select an object's stroke or fill. You can only select an object using the fill if the path appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences. After you select one or more objects, you can add or subtract objects to/from the selection. In addition, you can use the Selection tool and drag a marquee to select parts of the object or drag over a portion of it to create a selection rectangle.



Using the Direct Selection Tool

Select Anchor Points and Segments with the Direct Selection Tool

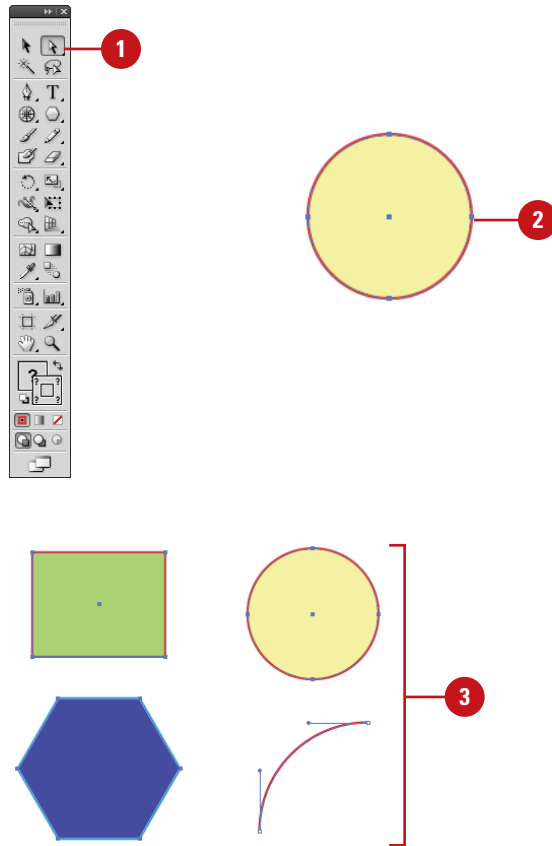
- 1 Click the **Direct Selection** tool on the Tools panel.

The pointer becomes an arrow.

TIMESAVER Press *A* to select the Direct Selection tool.

- 2 Position the arrow on the edge of the path and click to select a segment, and then click an anchor point to select it.
 - ◆ You can also select an anchor point directly. Pass the pointer over a path and then point to an anchor point and then click it.
 - ◆ You can also drag a marquee across all or part of the object to select the entire path.
- 3 To add or subtract anchor points or segments from the selection, hold down the Shift key, and then click unselected items to add them or selected items to subtract them from the selection.

With the Direct Selection tool, you can select individual points and segments of a path. After you select one or more individual points and segments, you can add or subtract items to/from the selection. In addition, you can also use the Direct Selection tool and drag a marquee to select parts of the path or drag over a portion of it to create a selection rectangle.



Using the Lasso Tool

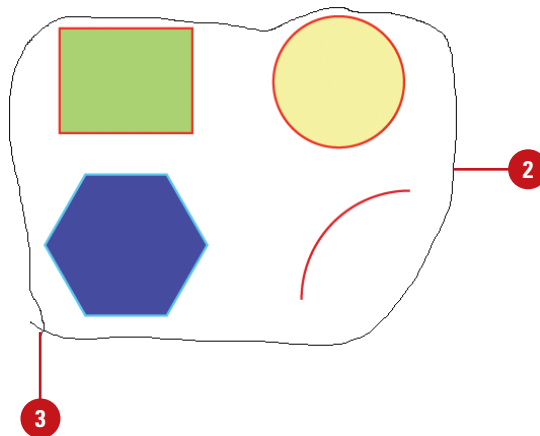
Select with the Lasso Tool

- 1 Click the **Lasso** tool on the Tools panel.
- 2 Draw around the shapes you want to select.
- 3 To complete the selection, return to the point where you started.

Did You Know?

You can select single or multiple objects. Holding the Shift key adds line segments and fills them. Shift-clicking selected items deselects them.

Use the Lasso tool when you want to select shapes that are very close to shapes you don't want to select. This tool allows you to draw around the shape, selecting everything contained within the drawn area. When you draw a selection, you can drag across a path to include it in the selection instead of dragging completely around it. This selection tool is useful when you are working with overlapping paths.

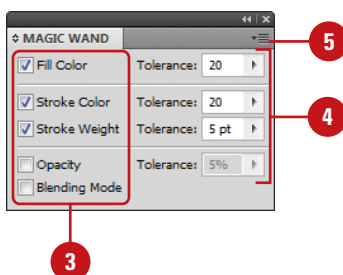
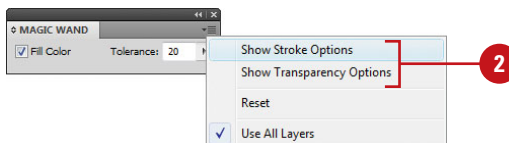


Using the Magic Wand Tool

The Magic Wand tool (so named since it looks like a magic wand) is unique in the fact that you do not drag and select with this tool; you simply click. The Magic Wand tool creates a selection based on the shift in brightness ranges within an image. If there is a definable shift in the brightness of the pixels, it can be a very powerful tool for the selection of odd-shaped areas. To use the Magic Wand, click on the Magic Wand Tool button on the Tools panel.

Select Options for the Magic Wand Tool

- 1 Double-click the **Magic Wand** tool on the Tools panel.
 - ◆ You can also click the **Window** menu, and then click **Magic Wand** to display the panel.
- 2 Click the **Options** menu, and then select the **Show Stroke Options** and **Show Transparency Options** (if necessary) to display them in the Magic Wand panel.
 - ◆ You can also click the double-arrow next to the Magic Wand title to display options.
- 3 Select the check box for the attributes that you want the Magic Wand to select. The options include: **Fill Color**, **Stroke Color**, **Stroke Weight**, **Opacity**, or **Blending Mode**.
- 4 Enter a Tolerance value (0 to 255). The higher the value, the more information the Magic Wand tool selects.
- 5 To select objects on all layers, click the **Options** menu, and then select **Use All Layers** to check it. Select it again to select objects only on the current layer.
- 6 To reset all fields in the Magic Wand panel, click the **Options** menu, and then click **Reset**.



Use the Magic Wand Tool

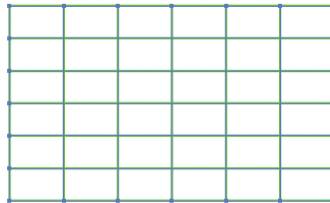
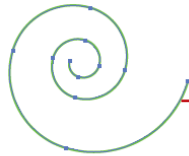
1 Select the **Magic Wand** tool on the Tools panel.

2 Click an object area to make a selection.

Depending on the options you selected in the Magic Wand panel, other objects with the same or similar attributes (fill color, stroke color, stroke weight, opacity, or blending mode) are selected.

3 To add to the selection, hold down the Shift key, and then click another unselected object.

To subtract from the selection, hold down the Alt (Win) or Option (Mac) key, and then click a selected object.

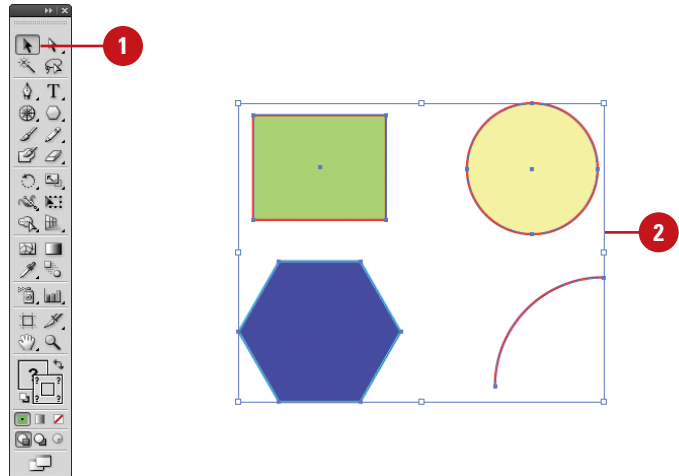


Selecting and Grouping Objects

Create a Group

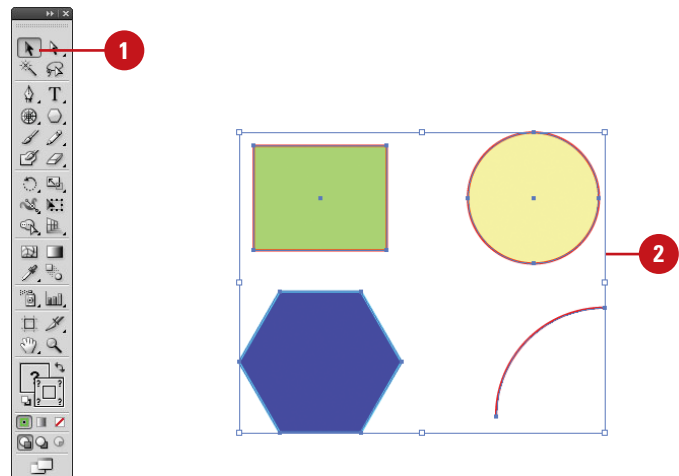
- 1 Select the **Selection** tool on the Tools panel.
- 2 Use a selection method to select the objects that you want in the group.
- 3 Click the **Objects** menu, and then click **Group**.
 - ◆ You can use the Group command again to group objects already in a group; this is known as a nested group.

Selecting and grouping objects makes it easier to work with multiple objects as if they were a single object. You can easily select, isolate, cut, copy, paste, move, recolor, and transform a grouped object. You can group all types of objects, yet still edit individual objects within the group as needed without having to ungroup them first by using Isolation Mode. Illustrator places a grouped object on the top level of the top object in the group and uses the same selection color. If you no longer need to group objects, you can ungroup them.



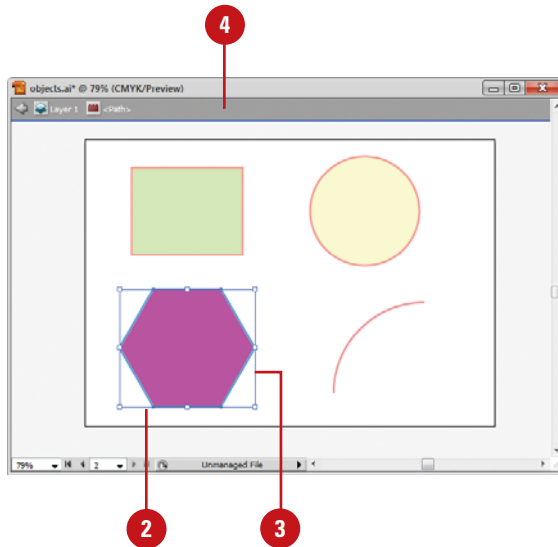
Ungroup Objects

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select the grouped objects that you want to ungroup.
- 3 Click the **Objects** menu, and then click **Ungroup**.
 - ◆ If you have nested groups within an object, you can use the Ungroup command again to ungroup it.



Use Isolation Mode to Work with Groups

- 1 Select the **Selection** tool on the Tools panel.
 - 2 Double-click a grouped object.
 - ◆ You need to click the **Isolate Selected Group** button on the Control panel or select the **Double-click to Isolate** check box in General preferences.
- A gray bar appears with the name of the group at the top of the document window. All objects outside the group are dimmed out and uneditable. The words “Isolation Mode” also appear on the Layers panel.
- 3 Edit individual objects or add new objects to the group.
 - 4 To exit Isolation Mode, click the gray bar.

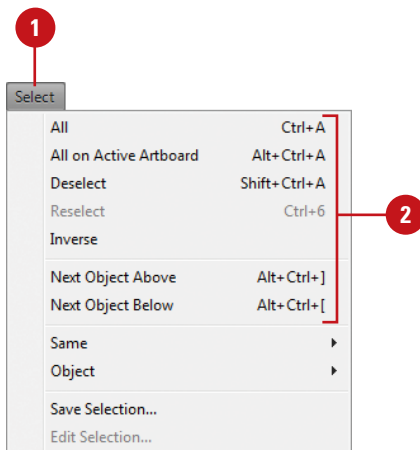


Selecting Similar Objects

Use the Select Menu to Select Objects

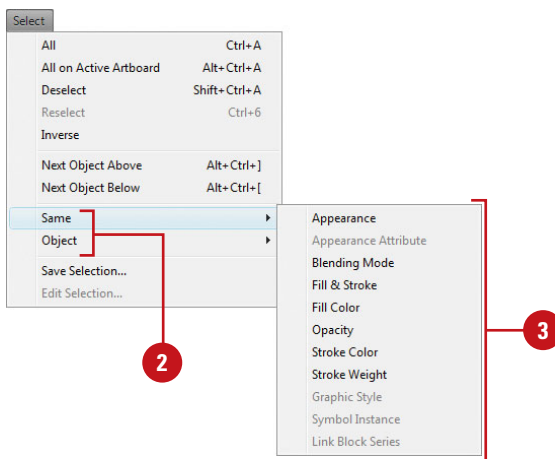
- 1 Click the **Select** menu.
- 2 Select the command that you want:
 - ◆ **All.** Selects all objects in the document.
 - ◆ **All on Active Artboard.** Selects all objects in the active artboard.
 - ◆ **Deselect.** Deselects all objects in the document.
 - ◆ **Reselect.** Reselects the most recent selection.
 - ◆ **Inverse.** Inverses the current selection.
 - ◆ **Next Object Above.** Selects the next object above the current selection.
 - ◆ **Next Object Below.** Selects the next object below the current selection.

The Select menu provides a variety of powerful selection commands for you to use in a document or artboard. In addition to the common commands, such as All, Deselect, and Inverse, you can also select objects whose attributes (including Appearance, Blending Modes, Fill & Stroke, Opacity, and Stroke Color) are similar to the current or last selection. For more selection power, you can select objects based on the object type (including All on Same Layers, Direction Handles, Brush Strokes, Clipping Masks, Stray Points, Text Objects).



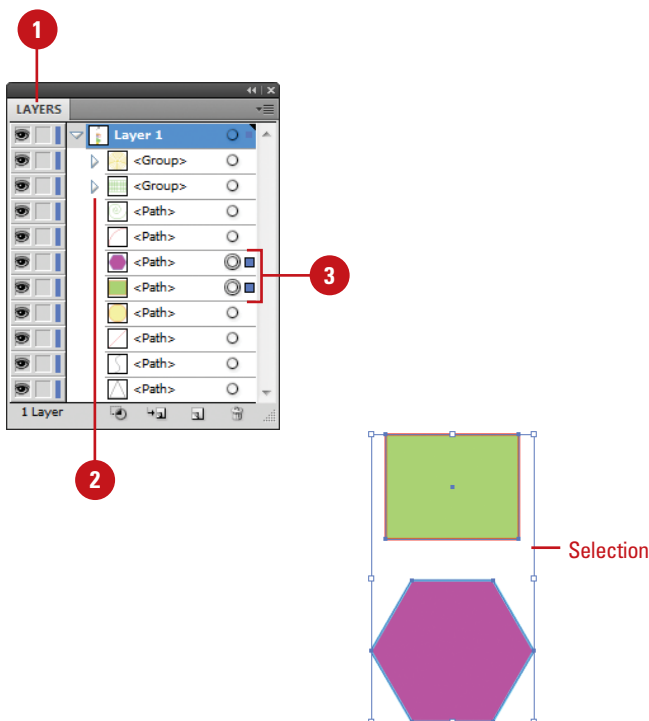
Select Similar Objects or Object Attributes

- 1 Select an object on which to base the new selection or deselect all objects to base the new selection on the last selected object.
- 2 Click the **Select** menu, and then point to **Same** or **Object**.
- 3 Choose the command that you want to use to make a selection.



Select Objects in the Layers Panel

- 1 Open the Layers panel.
- 2 Click the expand/collapse triangle to display the layer that you want to select.
- 3 Click the selection area on the right side of the layer in the Layers panel that has the object that you want to select.
 - ◆ You can also click the **Select** menu, point to **Object**, and then click **All on Same Layers** to select all on a layer.

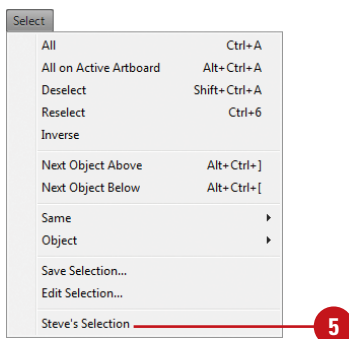
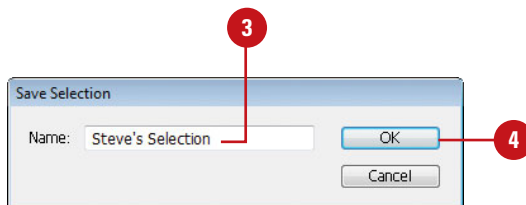


Saving and Editing Selections

Save and Use a Selection

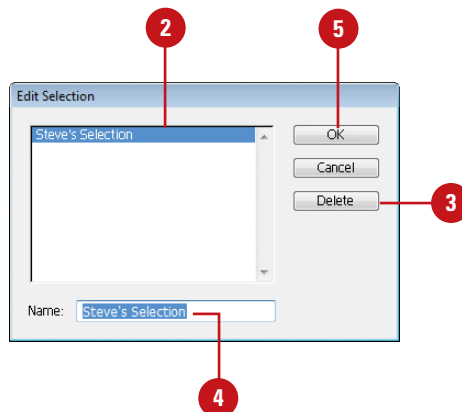
- 1 Make the selection that you want to save.
- 2 Click the **Select** menu, and then click **Save Selection**.
- 3 Enter a name for the selection.
- 4 Click **OK**.
- 5 Click the **Select** menu, and then click the name of the saved selection at the bottom of the menu.

If you frequently select the same elements in a document, you can save yourself some time by saving the selection with a name of your choice. After you save a selection, the saved selection name appears as a menu command at the bottom of the **Select** menu. When you need to make the same selection, simply choose the command. When you no longer use a saved selection, you can delete it.



Edit a Saved Selection

- 1 Click the **Select** menu, and then click **Edit Selection**.
- 2 Select the saved selection that you want to rename or delete.
- 3 To delete a saved selection, click **Delete**.
- 4 To rename a saved selection, change the name in the Name box.
- 5 Click **OK**.



Moving Objects

Move an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects that you want to move.
- 3 Drag the edge of an object.
 - ◆ To constrain the movement of the object to multiples of 45 degrees or the current angle in General preferences, hold down the Shift key as you drag.
 - ◆ If the path has a color fill, appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences, you can also click the fill to select the object.

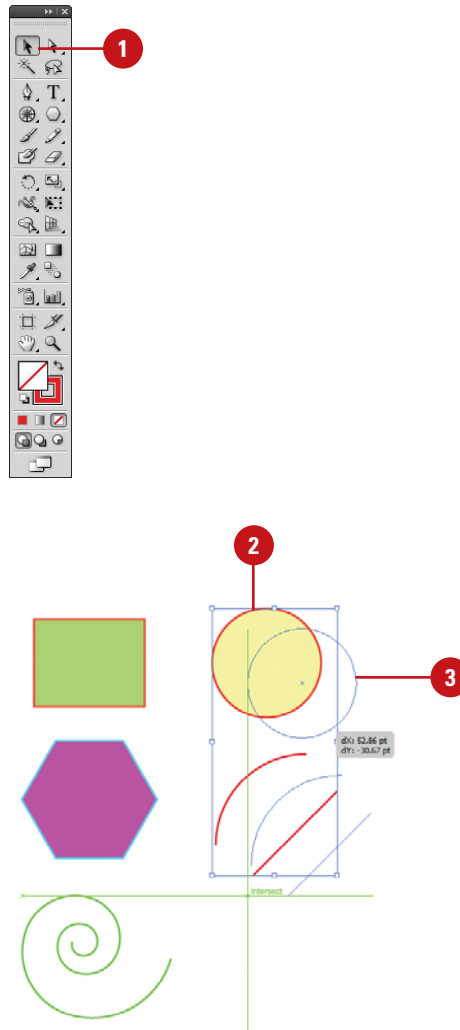
Did You Know?

You can delete an object. Select the object that you want to delete, and then press Delete, or click the Edit menu, and then click Clear.

See Also


See “Using Smart Guides” on page 50 for more information on setting Smart Guide preferences and using Smart Guides.

Moving an object or group of objects is very easy. The simplest way is to drag the edge of an object in Outline or Preview view. If you want to constrain the movement of the object in multiples of 45 degrees, then use the Shift key as you drag. While you drag an object, Smart Guides appear automatically to make it easier for you to align objects with other objects.

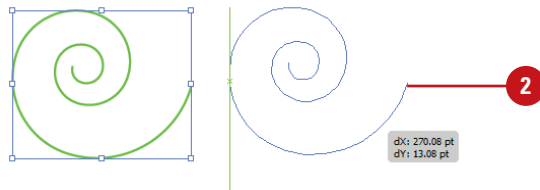


Duplicating Objects

Duplicate or Copy Objects

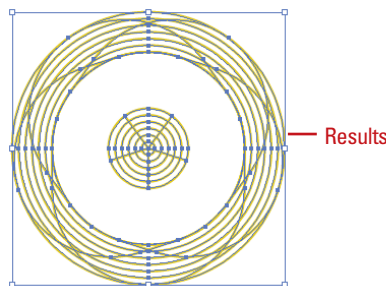
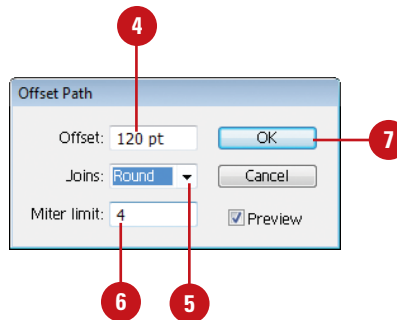
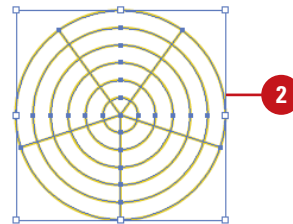
- 1 Select the **Selection** tool on the Tools panel.
 - ◆ If the object is in a group, select the **Direct Selection** tool on the Tools panel.
- 2 Use any of the following methods:
 - ◆ **Same Document.** Hold down Alt (Win) or Option (Mac), and then drag the edge or fill of the object.
 - ◆ **Different Documents.** Open the documents side by side, and then drag the edge or fill of the object from one document to another.
 - ◆ **Copy/Paste from Clipboard.** Select the object, click the **Edit** menu, and then click **Copy**. Click in the target document or artboard, click the **Edit** menu, and then click **Paste**, **Paste in Front**, **Paste in Back**, **Paste in Place (New!)**, or **Paste on All Artboards (New!)**.
 - ◆ **Keyboard.** Select the object, press Control (Win) or  (Mac), and then use an Arrow key to move the duplicated object in the direction you want. The duplicate object moves away from the original object based on the current keyboard increment value in General preferences.

Duplicating objects can be a powerful way of creating geometrical artwork. You can duplicate one or more selected objects by dragging them, using Arrow keys, copying to and pasting from the Clipboard, or using the Offset Path command. When you copy objects to the Clipboard, you can paste them on an artboard several different ways: Paste, Paste in Front, Paste in Back, Paste in Place (**New!**), or Paste on All Artboards (**New!**). The Offset Path command duplicates a path (along with fill and stroke attributes) and places it on the artboard based on the offset distance specified in the Offset Path dialog box. The duplicate path is reshaped to fit around the original path.



Duplicate Objects Using an Offset

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select an object.
- 3 Click the **Object** menu, point to **Path**, and then click **Offset Path**.
- 4 Enter the distance you want to offset the duplicate path from the original object.
- 5 Click the **Joins** list arrow, and then select a bend style: **Miter** (pointed), **Round** (circular), or **Bevel** (square-cornered).
- 6 You can set a limit (1-500) to determine when a mitered corner changes into a beveled corner. A low number creates a more beveled corner, while a high number creates a sharper corner.
- 7 Click **OK**.

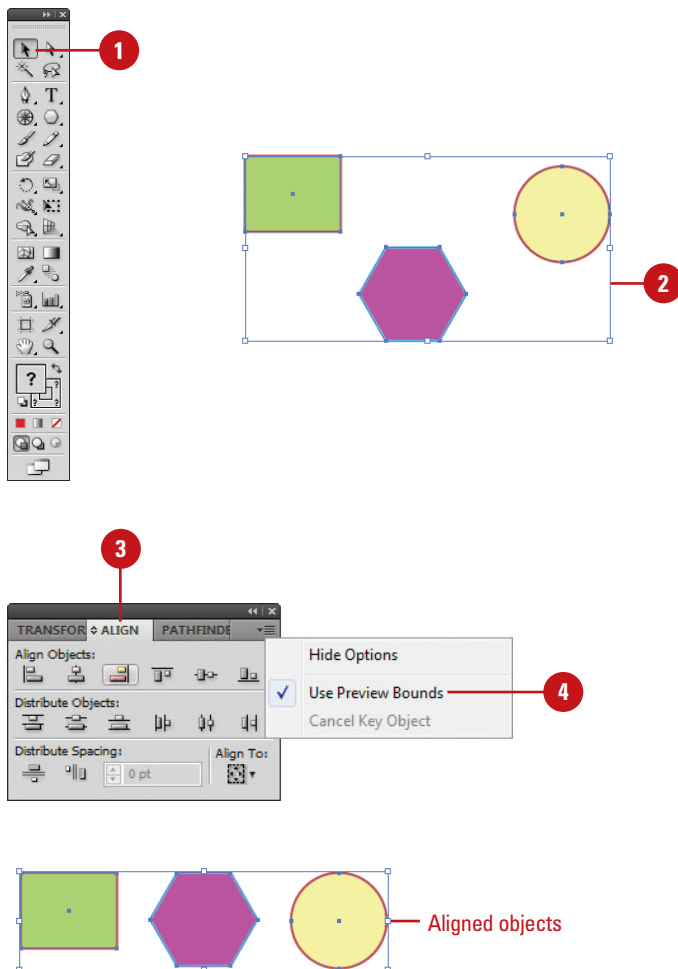


Aligning and Distributing Objects

Align or Distribute Objects

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select two or more objects to align them or select three or more objects to distribute them.
- 3 Select the **Align** panel or click **Align** on the Control panel.
- 4 Click the **Options** menu, and then click **Use Preview Bounds**. A checked option uses the object's stroke weight and any applied effects when aligning or distributing.
- 5 If you want to align objects along the edges of the artboard, click the **Align To** menu on the Align or Control panel, and then click **Align to Artboard**. Objects are moved on the artboard based on the alignment or distribution command to the closest edge (top and bottom, or left and right).
- 6 If you want to align objects to a key object, click an object to make it the key object (a thick blue outline appears and the **Align To Key Object** option is selected in the Align and Control panel).
- 7 Use the alignment and distribution buttons on the Align or Control panel.

In addition to using grids and guides to align objects to a specific point, you can align a group of objects to each other. The Align panel buttons make it easy to align two or more objects relative to each other or to the page. To evenly align several objects to each other across the document, either horizontally or vertically, select them and then choose a distribution option. Before you select an align command, specify how you want Illustrator to align the objects. You can align the objects in relation to the document or to the selected objects. If you want to align all the objects to another object, you can select and use a key object, before you select an alignment option.



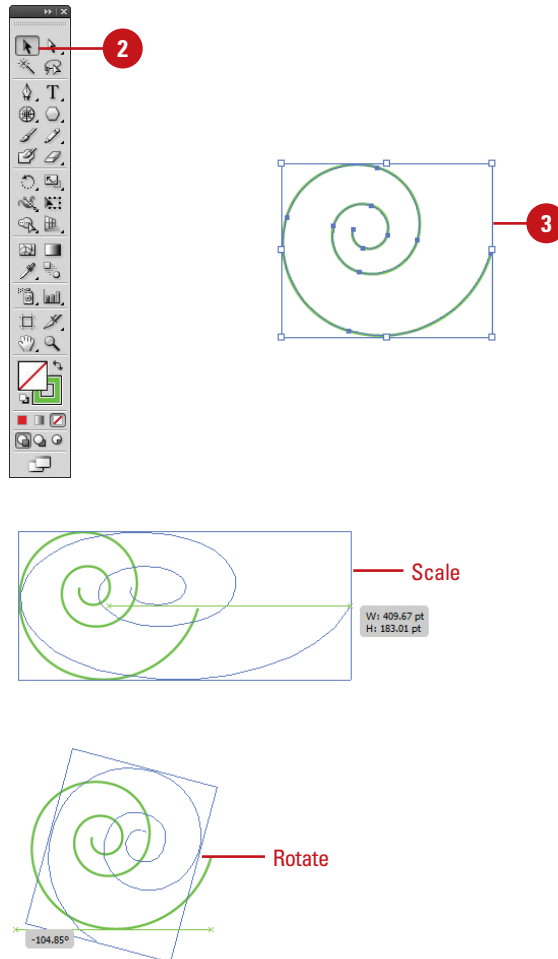
Transforming Objects

Transform an Object with the Bounding Box

- 1 Click the **View** menu, and then click **Show Bounding Box** to display it.
- 2 Select the **Selection** tool on the Tools panel.
- 3 Select one or more objects to transform.
- 4 Use any of the following methods:
 - ◆ **Scale.** Drag a corner handle to scale along two axes; drag a side handle to scale along one axis; Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
 - ◆ **Reflect.** Drag a side handle all the way across the object to the other side.
 - ◆ **Rotate.** Point slightly outside a corner handle (pointer changes to a double arrow), and then drag in a circular motion.

To rotate an object 180 degrees, drag a corner handle diagonally all the way across the object.
- 5 To transform an object using exact values or percentages, select the **Transform** panel.

The easiest way to transform an object is to use the bounding box. With the bounding box, you can quickly scale (resize), reflect (mirror), and rotate an object. However, you cannot copy an object or move the reference point. As you drag to transform an object, you can use keyboard keys to alter the results of a transformation. Experiment with the different options to create some new results.



Using the Free Transform Tool

Transform an Object with the Free Transform Tool

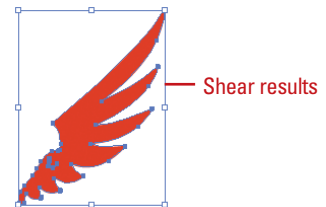
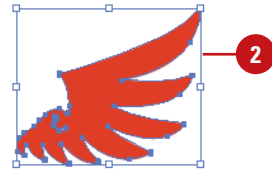
- 1 Select the **Free Transform** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Use any of the following methods:

- ◆ **Scale.** Drag a corner handle to scale along two axes; drag a side handle to scale along one axis; Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
- ◆ **Reflect.** Drag a side handle all the way across the object to the other side.
- ◆ **Rotate.** Point slightly outside a corner handle (pointer changes to a double arrow), and then drag in a circular motion. To rotate in 45 degree increments, Shift-drag.

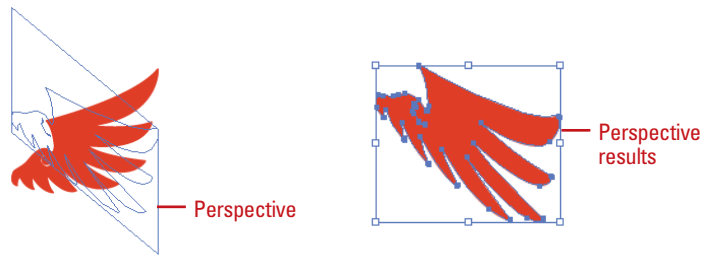
To rotate an object 180 degrees, drag a corner handle diagonally all the way across the object.

- ◆ **Shear.** Drag a side handle and then hold down Ctrl (Win) or ⌘ (Mac) as you continue to drag. To constrain the movement, also press Shift. To shear from the center, also press Alt (Win) or Option (Mac).

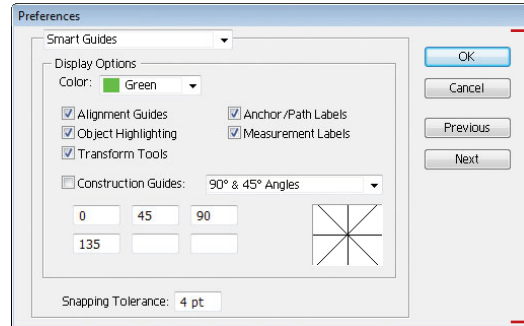
The Free Transform tool allows you to rotate, scale (resize), reflect (mirror image), or shear (slant) an object. In addition, you can apply perspective and distortion to an object. However, you cannot copy an object or move the reference point. As you drag to transform an object, you can use keyboard keys to alter the results of a transformation. To help you align the results the way you want, you can use Smart Guides to make it easier.



- ◆ **Perspective.** Drag a side handle and then hold down **Ctrl+Alt+Shift (Win)** or **⌘+Option+Shift (Mac)** as you continue to drag.
- ◆ **Distort.** Drag a corner handle and then hold down **Ctrl (Win)** or **⌘ (Mac)** as you continue to drag.



- 4 To use Smart Guides as you transform an object:
 - ◆ Select the **Transform Tools** check box in Smart Guides preferences.
 - ◆ Click the **View** menu, and then click **Smart Guides** to display them.
 - ◆ As you drag to transform an object, smart guides appear in your document, which you can use to align the transformed object.
- 5 To transform an object using exact values or percentages, select the **Transform** panel.

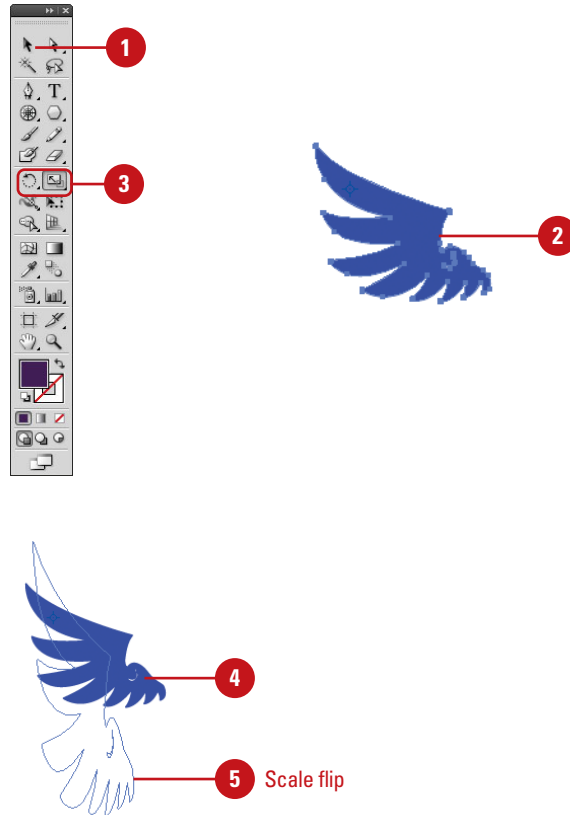


Rotating and Scaling Objects

After you create an object, you can change its orientation by rotating it or change its size by scaling it. For a freeform rotation, when you want to rotate the object in other than 90 or 180 degree increments, you can use the Rotate tool. To resize an object, either smaller or larger, you can use the Scale tool. With either tool, you can transform the object from its center or the reference point. To rotate or scale an object using exact values or percentages, use the Transform panel, which is available on the Control panel or Window menu.

Rotate or Scale an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Select the **Rotate** or **Scale** tool on the Tools panel.
- 4 To move the reference point, click a new point.
- 5 Use the appropriate method:
 - ◆ **Rotate.** Drag in a circular motion. To rotate in 45 degree increments, Shift-drag.
 - ◆ **Scale.** Drag away from or toward the object. Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
 - ◆ **Scale and Flip.** Drag across the entire object.
 - ◆ **Scale and Copy.** Hold down Alt+Shift (Win) or Option+Shift (Mac), and then drag.
- 6 To rotate or scale an object using exact values or percentages, select the **Transform** panel.

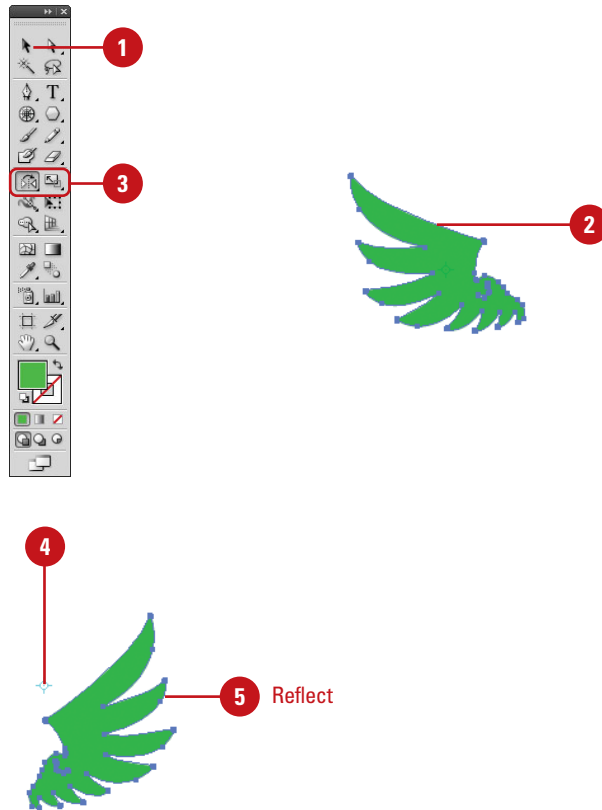


Reflecting and Shearing Objects

Reflect or Shear an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Select the **Reflect** or **Shear** tool on the Tools panel.
- 4 To move the reference point, click a new point.
- 5 Use the appropriate method:
 - ◆ **Reflect.** Click to establish a reference point, and then click again to establish the axis of reflection.
 - ◆ **Shear.** Drag away from the object.
- 6 To reflect or shear an object using exact values or percentages, select the **Transform** panel.

The Reflect and Shear tools on the Tools panel allow you to be creative as you transform an object. The Reflect tool creates a mirror image of an object, while the Shear tool creates a slanted image of an object. To reflect or shear an object using exact values or percentages, open the Transform panel, which is available on the Control panel or Window menu.

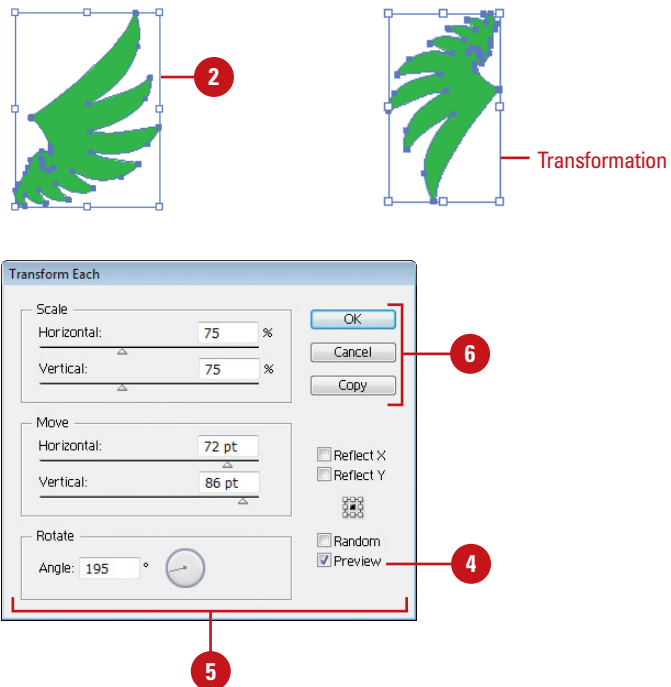


Applying Multiple Transformations

Use the Transform Each Command

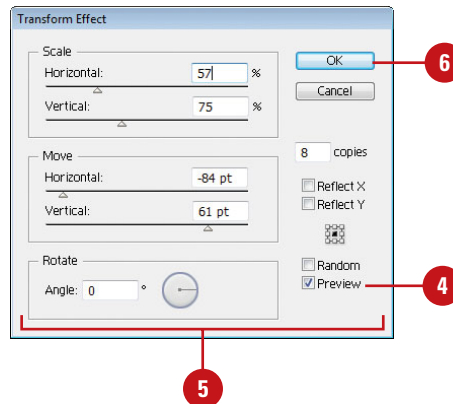
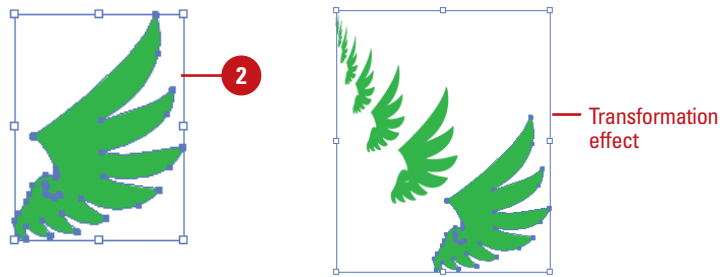
- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Click the **Object** menu, point to **Transform**, and then click **Transform Each**.
- 4 Select the **Preview** check box to view your changes on the selected object.
- 5 Do any of the following:
 - ◆ **Scale Horizontal or Vertical.** Drag the slider or enter a percentage to scale objects from their reference point.
 - ◆ **Move Horizontal or Vertical.** Drag the slider or enter a percentage to move objects left or right and up or down.
 - ◆ **Rotate Angle.** Enter a rotate angle or drag the dial.
 - ◆ **Reflect X or Y.** Select to create a mirror reflection of the objects.
 - ◆ **Reference Point.** Click a square to change the reference point.
 - ◆ **Random.** Select to apply random transformations using the values in the dialog box.
- 6 Click **OK** or **Copy** (creates a copy and applies the transformation).

The Transform Each command allows you to transform multiple objects relative to their individual reference points instead of a single reference point. With the Transform Each command, you can scale or move objects horizontally or vertically, rotate objects by a specific angle, and create a mirror reflection of the objects. If you want to create a unique effect, you can also have Illustrator apply random transformations. You can also use the Transform Effect command to create similar effects, which you can modify.



Use the Transform Effect

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Click the **Effect** menu, point to **Distort & Transform**, and then click **Transform**.
- 4 Select the **Preview** check box to view your changes on the selected object.
- 5 Do any of the following:
 - ◆ **Scale Horizontal or Vertical.** Drag the slider or enter a percentage to scale objects from their reference point.
 - ◆ **Move Horizontal or Vertical.** Drag the slider or enter a percentage to move objects left or right and up or down.
 - ◆ **Rotate Angle.** Enter a rotate angle or drag the dial.
 - ◆ **Copies.** Enter the number of copies you want.
 - ◆ **Reflect X or Y.** Select to create a mirror reflection of the objects.
 - ◆ **Reference Point.** Click a square to change the reference point.
 - ◆ **Random.** Select to apply random transformations using the values in the dialog box.
- 6 Click **OK**.
- 7 To edit the transformation, select the object, and then click **Transform** on the Appearance panel.



For Your Information

Repeating a Transformation

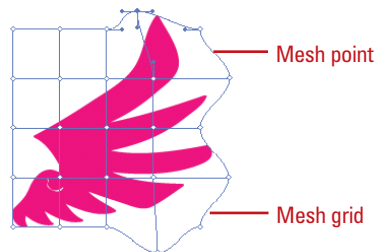
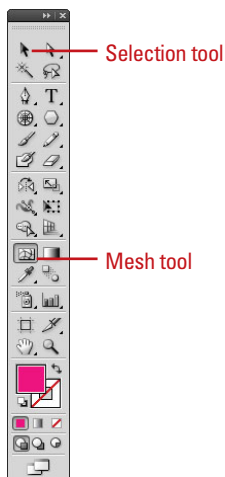
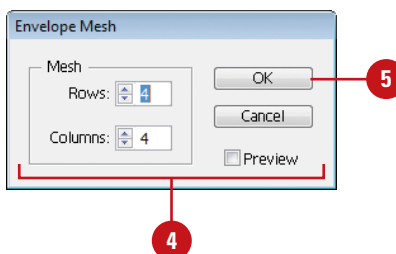
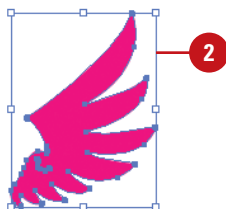
The Transform Again command allows you to quickly repeat the last transformation with the last-used values on a selected object. To use the command, transform and select an object or group, click the Object menu, point to Transform, and then click Transform Again or press Ctrl+D (Win) or ⌘+D (Mac).

Reshaping Objects with Envelopes

Distort Objects with an Envelope

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to reshape.
- 3 Click the **Object** menu, point to **Envelope Distort**, and then click one of the following:
 - ◆ **Make With Warp.** Uses a preset warp shape.
 - ◆ **Make with Mesh.** Uses a rectangle grid.
 - ◆ **Make With Top Object.** Uses an object as the shape of the envelope. The object needs to be at the top of the stacking order.
- 4 Specify the options you want for the envelope type; select the **Preview** check box to view your changes on the selected object.
- 5 Click **OK**.
- 6 Do any of the following:
 - ◆ **Reshape.** Select the **Selection** or **Mesh** tool, and then drag any anchor points.
 - ◆ **Delete Anchor Points.** For a mesh grid, select the **Selection** or **Mesh** tool, select an anchor point, and then press Delete.
 - ◆ **Add Anchor Points.** For mesh grid, select the **Mesh** tool, and then click on the grid.

Envelopes are objects you can use to reshape other objects, except graphs, guides, or linked objects. You can use one of the built-in envelopes or create your own out of an existing object. The built-in envelopes use warp shapes or a mesh grid as the object. After you apply an envelope, you can edit the original object or the envelope (anchor points), separately, using the Selection and Mesh tools on the Tools panel.



Index

A

accented edges effects, 275

actions

- Actions panel, 332–333

- adding commands to, 338

- adding stops to, 336

- batch file processing, 340–341

- building new, 334

- built-in scripts, 342

- controlling playback of, 335

- deleting commands from, 339

- inserting a non-recordable command in an Action, 337

- order of commands in, changing, 338

- recording, 334

- running actions within actions, 334

- saving

 - as files, 333

 - into sets, 333

- scripts, 342–343

activation, 2

active documents, 19

active windows, 18

Adobe.com, 450

Adobe Bridge

- automating tasks in, 448

- browsing documents with, 14

- Camera Raw feature, 440–441

- color settings, 105

- components of, 437

- description of, 436

- editing images in, 446

- Get Photos from Camera command, 439

- opening documents with, 14–15, 438

- placing graphics from, 240–241

- preferences, setting, 444–445

- revealing documents in, 14

- Web Photo Gallery creation, 447

- working with images using, 15, 442–443

Adobe ConnectNow, 436, 451

Adobe CS Live. [See](#) CS Live

Adobe Device Central

- basic description of, 436, 454

- checking content using, 455

- components of, 454

Adobe ExtendScript Toolkit, 436

Adobe Extension Manager, 436, 456

Adobe Flex File, saving documents as, 386–387

Adobe PDF Presets command (Edit menu), 379

Adobe Product Improvement Program, 23

Adobe Studio Exchange, 2

Adobe Updater, 21

Adobe Web site

- Adobe Studio Exchange, 2

- Community Help, 22

advanced print options, 366–367

Advanced tab (File Info dialog box), 371

alignment

- anchor points, 164–165

- objects, 94

- paragraphs, 226

- pixel grid, 65

- slices, 411

- stroke, 130

All Objects command (Select menu), 88

All Objects in Active Artboard command (Select menu), 88

anchor points

- adding new, 162–163

- alignment, 164–165

- Convert Anchor Point tool, 161

- converting, 160–161

- deleting, 163

anchor points *(continued)*

- direction lines, 158
- endpoints, 165
- highlighting, 158
- moving, 158–159
- paths and, 63
- preferences, 158
- selecting with Direct Selection tool, 82
- showing and hiding, 63
- smooth points, converting to corner points, 160

anchors, 423

anti-aliasing, 218, 420

Appearance of Black preferences, 432

Appearance panel, 254–255

Arc tool, 70

arcs, drawing, 70

area graphs, 346–347

Area Type tool, 207

arranging

- documents, 18
- layers, 192–193
- slices, 410–411

arrowheads, stroke, 132–133

art brushes, 298–299

Artboard tool

- artboard creation, 34
- Artboard Options button, 35
- multiple artboards, 36

artboards

- within artboards, 34
- aspect ratio, 35
- centerpoints, 35
- deleting, 36
- display options, 37
- duplicating, 34
- exiting editing mode, 34
- landscape/portrait orientation, 35
- moving, 36
- multiple, working with, 36
- navigating within, 34
- presets, 34
- previewing, 36
- resizing, 36
- rotating, 36
- size, 35
- switching between, 17, 37
- video safe areas, 35

- X and Y positioning, 35

artwork, inserting in documents, 16

Assign Profile command (Edit menu), 106

attributes

- appearance, 254–255
- stroke, 130–133

Audio Data tab (File Info dialog box), 370

auto slices, 406

AutoCAD drawing format, 375

AutoCAD File format, 375

B

bar graphs, 346–347

batch file processing, 340–341

Batch Rename command, 448

bend styles, 93

bevel bend style, 93

bevel joins, 131

bitmap, exporting documents as, 376

black appearance options, 432

bleed

- bleed print option, 361
- document creation, 32

Blend command (Objects menu), 141–142

Blend tool, 143

blends

- blending fill colors, 140
- changing and applying blend options, 142
- creating automatically, 141
- creating with Blend tool, 143
- making and releasing blend objects, 141
- objects, modifying, 144
- opacity, 145
- transformation, 144
- transparency settings, 146

Bloat tool, 306

Blob Brush tool

- brush options, setting, 173
- merging paths with, 172

blur effects, 270

BMP format, 375

bold font, 218

Bounding Box command (View menu), 288–289

Bridge (Adobe)

- automating tasks in, 448

- browsing documents with, 14
- Camera Raw feature, 440–441
- color settings, 105
- components of, 437
- description of, 436
- editing images in, 446
- Get Photos from Camera command, 439
- Mini Bridge, 440
- opening documents with, 14–15, 438
- placing graphics from, 240–241
- preferences, setting, 444–445
- revealing documents in, 14
- Web Photo Gallery creation, 447
- working with images using, 15, 442–443
- Bristle brushes, 302–303
 - creating and editing, 302–303
- Browse in Bridge command (File menu), 14–15, 240–241
- brushes
 - art, 298–299
 - Blob Brush tool, 173
 - Bristle, 302–303
 - Brushes panel, 291
 - calligraphic, 296–297
 - deleting, 304
 - Paintbrush tool, 292–293
 - pattern, 300–301
 - scatter, 294–295
 - strokes, removing, 304
- Brushes panel, 291
- built-in scripts, actions, 342

C

- calligraphic brushes, 296–297
- Camera Data tab (File Info dialog box), 370
- Camera Raw feature, 440–441
- caps, 131
- case, text, 355
- Categories tab (File Info dialog box), 370
- center mark, 37
- centerpoints, 35
- Check Spelling command (Edit menu), 350
- circles, drawing, 66
- clearing
 - guides, 49
 - objects, 91
- clipping masks

- creating, 178
- creating for groups or layers, 179
- editing, 180
- masked object, editing in Isolation Mode, 181
- release objects from, 179
- clipping sets, 181
- Close button, 26
- Close command (File menu), 26
- closed paths, 63
- closing
 - documents, 26
 - Illustrator, 26
 - panels, 7
- CMYK (Cyan, Magenta, Yellow and Black)
 - color mode, 28, 107, 111
- collapsing panels, 7
- Color Guide panel
 - applying color with, 122–123
 - color groups, 123
 - harmony rules, variations based on, 123
 - variation options, selecting, 121
 - variation types, displaying, 121
- color management print options, 368
- color modes. *See also* colors
 - changing, 108
 - CMYK, 28, 107, 111
 - document creation, 28
 - Grayscale, 28, 110
 - RGB, 28, 107, 110
 - switching between, 107
 - working with, 107
- Color panel
 - Color sliders, 110
 - working with, 110–111
- colored paper simulation, 33
- colors. *See also* Color Guide panel; color modes; Swatches panel
 - applying to objects, fills, or stroke, 109, 128
 - applying with Eyedropper tool, 136–137
 - Color Guide Panel, 121–123
 - Color panel, 110–111
 - color profiles, changing or removing, 105
 - color settings, changing, 104–105
 - converting to grayscale, 119
 - crop mark registration color, 54–55
 - gamut warning icon, 111

colors (continued)

- global, 118–120
- grayscale images, 119
- grid colors transparency settings, 33
- grids, 52
- guides, 48, 51
- hue, 111
- inverting, 120
- Kuler panel, 116–117
- Live Color feature, 124–125
- luminosity, 111
- nonglobal, 118–120
- proofing, 126
- replacing, 118–119
- saturation, 111
- selecting, 111
- soft proof, 126
- Swatches panel, 112–115
- themes, 116–117
- view box color, 42
- Web-safe, 111
- column graphs, 346–347
- commands
 - adding to actions, 338
 - basic description of, 6
 - deleting from actions, 339
 - Panel Options menu, 9
- Community Help site, 22
- compound paths
 - creating, 176
 - releasing, 177
 - reversing object's fill in, 177
- condensed font, 218
- ConnectNow (Adobe), 436, 451
- Constrain Angle general preference, 420
- Control panel
 - anchor points, converting, 161
 - basic description of, 11
 - splitting paths using, 170–171
 - tools in, 6
- Convert Anchor Point tool, 161
- Convert to Shape command (Effect menu), 260
- convert to shape effects, 260
- converting anchor points, 160–161
- Copy command (Edit menu), 215
- copying text, 214–215
- corner points, 160

- Corner Radius general preference, 420
- Create New Action button (Actions panel), 333
- Create New Set button (Actions panel), 333
- crop marks
 - creating, 54–55
 - deleting, 54
 - general preferences, 421
 - registration color, 54
 - trim marks, editable, 55
- cross hairs, 37
- Crystallize tool, 306
- CS Live Services, 436, 450
- CS News and Resources, 450
- CS Review, 450, 452–453
- cursor preferences, 420
- curved segments, 159
- curves, drawing, 157
- custom dictionaries, spell checking, 351
- Cut command (Edit menu), 215
- cutout effects, 274

D

- dashed stroke, 132
- data graphs, 346–347
- data sets
 - creating, 344–345
 - deleting, 344–345
 - renaming, 345
- data variables, 344–345
- deactivate Illustrator, 20
- Define Pattern command (Edit menu), 138
- Delete button (Actions panel), 333
- deleting
 - anchor points, 163
 - artboards, 36
 - brushes, 304
 - commands from actions, 339
 - crop marks, 54–55
 - data sets, 344–345
 - files, 12
 - graphic styles, 253
 - layers, 189
 - objects, 91
 - selections, 90
 - slices, 408
 - symbols, 311

- workspaces, 59
- Description tab (File Info dialog box), 370
- Deselect command (Select menu), 88
- Device Central (Adobe)
 - basic description of, 436
 - checking content using, 455
 - components of, 454
- Device Central command (File menu), 39
- DICOM tab (File Info dialog box), 371
- dictionaries, spell checking, 351
- diffuse glow effects, 275
- Direct Selection tool
 - anchor points, adding new, 162
 - anchor points or segments, moving, 159
 - deleting anchor points using, 163
 - editing patterns using, 139
 - end points, connecting, 165
 - selecting anchor points and segments with, 82
 - showing/hiding direction lines, 63
 - understanding selections, 80
- direction lines
 - anchor points, 158
 - showing and hiding, 23
- Distort & Transform command (Effect menu), 100
- distributing
 - objects, 94
 - slices, 411
- dithering, 401
- dividing paths, 169
- drawing mode, 64
 - behind, 64
 - normal, 64
 - inside, 64
- DOC format, 211
- docking
 - documents, 19
 - panels, 8
- Document Color Mode command (File menu), 108, 356
- Document Info panel, 372
- Document Setup command (File menu), 32, 147
- Document window, 6
- documents
 - active, 19
 - arranging, 18

- bleed and view options settings, 32
- browsing with Adobe Bridge, 14
- closing, 26
- color modes, 28
- creating
 - from scratch, 28
 - from templates, 30–31
 - using presets, 29
- docking/undocking, 19
- exporting
 - as bitmap, 376
 - Export command, 374
 - export file formats, 375
 - as Flash Movie, 380–381
 - to Photoshop, 378
 - with presets, 379
 - as TIFF format, 377
- file information, inserting, 370–371
- finding and replacing text and elements in, 352–353
- grid pattern, 19
- inserting images in, 16
- language settings, 33
- linking, 16
- measurement units, 32
- opening
 - with Adobe Bridge, 14–15
 - existing documents, 12
 - recently opened, 13
 - from Welcome Screen, 13
- printing, 356
- revealing in Adobe Bridge, 14
- rulers, 46–47
- saving, 24–25
 - as Adobe Flex File, 386–387
 - as EPS format, 384–385
 - as FXG format, 386–387
 - as Microsoft Office, 388
 - as PDF format, 382–383
 - as template, 389
 - for the Web, 392–393
- setting up, 32–33
- spell checking, 350–351
- switching between, 18
- tabbed, 18
- templates, 16
- transparency settings, 32–33
- type options settings, 33

documents (continued)

- view size, 17
- viewing information in, 17
- views, 38–41
- windows, 18–19
- working with multiple, 18–19

DOCX format, 211

double quotes, 33

drawing

- arcs, 70
- circles, 66
- curves, 157
- ellipses, 66
- line segments, 69
- with Pencil tool, 278–279
- polygons, 68, 156
- rectangle grids, 72
- rectangles, 67
- spirals, 70–71
- stars, 68

drawing tablets, 434

drop shadow effects, 263

duplicating

- artboards, 34
- color in Swatches panel, 113
- graphic styles, 251
- layers, 194
- objects, 92–93
- slices, 408
- symbols, 312

E

Edit Colors command (Edit menu), 120, 140

Edit Custom Dictionary command (Edit menu), 351

Edit menu commands

- Adobe PDF Presets, 379
- Assign Profile, 106
- Check Spelling, 350
- Color Settings, 104
- Copy, 215
- Cut, 215
- Define Pattern, 138
- Edit Colors, 120, 140
- Edit Custom Dictionary, 351
- Find and Replace, 352–353
- Paste, 214–215

Paste in Back, 215

Paste in Front, 215

Print Presets, 357

Redo, 57

Transparency Flattener Presets, 367

Undo, 57

Edit Selection command (Select menu), 90

Edit View command (View menu), 38

editing

- blend objects, 144
- clipping masks, 180
- color in Swatches panel, 113
- colors with Live Color, 124–125
- gradients, 150
- graphic styles, 252
- images in Adobe Bridge, 446
- paths within clipping sets, 181
- patterns, 139
- selections, 90
- symbols, 313

Effect menu commands

- Convert to Shape, 260
- Crop Marks, 54
- Distort & Transform, 100
- Effect Gallery, 272–273
- Sharpen, 271
- Stylize, 261

effects

- accented edges, 275
- applying multiple, 272
- blur, 270
- controlling with selections, 273
- convert to shape, 260
- cutout, 274
- diffuse glow, 275
- drop shadow, 263
- dry brush, 274
- Fresco, 274
- gaussian blur, 270
- glass, 275
- glowing edges, 275
- grain, 276
- graphic pen, 276
- Illustrator, 258–259
- inner glow, 262–263
- mosaic tiles, 276
- note paper, 275

- outer glow, 262–263
- panel knife, 274
- Photoshop Effect Gallery, 268–269
- plastic wrap, 276
- previewing, 258
- raster graphics, 266
- scribble, 261
- spatter, 276
- stained glass, 276
- stamp, 275
- text, 210
- 3D, 264–265
- unsharp mask, 271
- vector objects, 267
- Ellipse tool, 66
- ellipses, drawing, 66
- embedded graphics, 244–245
- endpoints, 165
- Enhanced Metafile format, 375
- Envelopes, reshaping with, 102
- EPS format, 25, 371, 384–385
- Eraser tool, 182
- erasing path parts, 182
- exiting Illustrator, 26
- Expand button (Pathfinder panel), 174
- Expand command (Objects menu), 139, 148
- expanding
 - gradients, 148
 - panels, 7
 - patterns, 139
- exporting
 - documents
 - as bitmap, 376
 - Export command, 374
 - as Flash Movie, 380–381
 - to Photoshop, 378
 - with presets, 379
 - as TIFF format, 377
 - export file formats, 375
- Extension Manager (Adobe), 436, 456
- Extensions command (Window menu), 116–117
- Eyedropper tool
 - applying colors and attributes with, 136–137
 - color attributes, changing, 137
 - Save For Web & Devices tool, 394

F

- families, font, 218
- File Handling & Clipboard preferences, 431
- File Info command (File menu), 370
- file information, inserting into documents, 370–371
- File menu commands
 - Browse in Bridge, 14–15, 240–241
 - Close command, 26
 - Device Center, 39
 - Document Color Mode, 108, 356
 - Document Setup, 32, 147
 - File Info, 370
 - New, 28–29
 - New From Template, 30
 - Open, 12, 238
 - Open Recent, 13
 - Open With, 240
 - Place, 16, 239, 242, 244
 - Print, 356, 358
 - Return to Adobe Illustrator, 14
 - Revert, 24
 - Save, 24
 - Save a Copy, 25
 - Save As, 25, 31
 - Save For Web & Devices, 392–394
 - Scripts, 342–343
- files
 - deleting, 12
 - saving actions as, 333
- fills
 - applying color to, 109, 122, 128
 - blending fill colors, 140
 - patterns as, 138–139
- Find and Replace command (Edit menu), 352–353
- Find Font command, 354
- Fit All In Window command (View menu), 44
- Fit Artboard In Window command (View menu), 44
- Flare tool, 67
- Flash format, SWF, 375, 393
- Flash Movie, exporting documents as, 380–381
- Flattener Preview command (Window menu), 39, 367
- flattening layers, 200

- fonts
 - bold, 218
 - condensed, 218
 - families and styles, 218
 - Find Font command, 354
 - finding, 219
 - italic, 218
 - replacing, 219
 - reusing recent, 218
 - size, 220
- Free Transform tool, 96–97
- Fresco effects, 274
- full screen mode, 43
- FXG format, 25, 386–387

G

- gamut warning icon, 111
- Gap options, 290
- gaussian blur effects, 270
- General preferences, 420
- Get Photos from Camera command (Adobe), 439
- GIF documents, optimizing, 400–401
- GIF format, 371
- glass effects, 275
- global colors, 118–120
- glowing edges effects, 275
- glyphs, 233
- Go to Bridge button, 14–15
- Gradient tool, 151
- gradients
 - applying to objects, 148
 - creating, 149
 - editing, 150
 - expanding, 148
 - Gradient tool, 151
 - linear type, 149
 - mesh, 102, 152–153
 - radial type, 149
- grain effects, 276
- graphic pen effects, 276
- graphics
 - embedded, 244–245
 - linked, 244–245
 - linking, 242–243
 - mosaic, 256

- opening graphic images, 238
- placing, 239–241
- print options, 362
- raster
 - interpolation and, 62
 - tracing, 246–248
 - understanding raster graphics, 62
- styles
 - applying, 249
 - breaking links to, 253
 - creating, 250
 - deleting, 253
 - duplicating, 251
 - editing, 252
- graphs, 346–347
 - add designs, 348
 - create and format, 346–347
- Grayscale color mode, 28, 110
- grayscale images, 119
- grid colors transparency settings, 33
- grid patterns, 19
- Grid, Perspective
 - adjusting, 77
 - copying, 78
 - customizing, 79
 - drawing, 76
 - moving, 78
 - objects, adding, 78
 - resizing, 78
 - text, adding, 78
- grid, pixel aligned, 65
- grid size transparency setting, 32
- grids. *See also* guides
 - color, 52
 - displaying in back of artwork, 52
 - Polar Grid tool, 73
 - preferences, 52
 - Rectangle Grid tool, 72
 - showing and hiding, 52
 - Snap to Grid command, 52
 - styles, 52
 - subdivisions, 52
 - Transparency, 147
- Group command (Objects menu), 86
- Group Selection tool, 80
- grouping objects, 86–87
- groups, creating clipping masks for, 179

guides. *See also* grids

- clearing, 49
- color, 48
- converting vector objects to, 49
- creating, 49
- locking, 48
- preferences, 48
- ruler, 47
- showing and hiding, 48
- smart guides
 - object transformation, 97
 - preferences, 51
 - turning on/off, 50
 - working with, 50–51
- snap to point, 48
- style, 48
- switching, 49

H

Hand tool

- moving elements around with, 53
- quick access to, 53
- Save For Web & Devices tool, 394

handles, 423

hanging indents, 227

hardware, Illustrator system
requirements, 3

Help menu commands

- Adobe Product Improvement Program,
23
- Illustrator Help, 22–23
- Updates, 21
- Welcome Screen, 13

help options

- Community Help site, 22
- searching topics, 23

Hide Edges command (View menu), 63

Hide Panels command (Window menu), 18

hiding

- anchor points, 63
- direction lines, 63
- grids, 52
- guides, 48
- layers, 196
- panels, 8, 43
- rulers, 47

slices, 408–409

Transparency grid, 147

highlighting anchor points, 158

histograms, 441

History tab (File Info dialog box), 371

HSB color slider (Color panel), 110

HTML text, adding to slices, 412

hue, 111

hyphenation, 229, 427

I

icons, collapsing and expanding panel sets
between icons and panels, 9

Illustrator Help command (Help menu),
22–23

Illustrator tab (File Info dialog box), 371

images

- inserting in documents, 16
- replacing, 16
- working with images using Bridge, 15

importing text, 211

indentation

- hanging indents, 227
- paragraphs, 227

Info panel

- color fill and stroke information, 56
- uses for, 56

inner glow effects, 262–263

installing Illustrator

- in Macintosh, 3
- in Windows, 2

Internet, checking for updates from, 20

interpolation, 62

Inverse command (Select menu), 88

inverting colors, 120

IPTC tab (File Info dialog box), 370

Isolation Mode, 181

italic font, 218

J

joining anchor endpoints, 165

joins, 131

JPEG documents, optimizing, 398–399

JPEG format, 371, 375

K

- kerning type, 222
- Keyboard Increment general preference, 420
- keyboard shortcuts, 433
- Knife tool, 169
- Knockout Group option, 146
- Kuler panel, 116–117

L

- landscape/portrait orientation, 35
- language settings, document creation, 33
- Lasso tool
 - selecting objects with, 83
 - understanding selections, 80
- layers. *See also* Layers panel
 - arranging, 192–193
 - creating clipping masks for, 179
 - creating top level layers, 186–187
 - deleting, 189
 - deselecting, 188
 - duplicating, 194
 - flattening, 200
 - hiding, 196
 - locking, 195
 - merging, 197
 - moving, 192–193
 - moving objects to, 198–199
 - naming, 187
 - releasing objects to, 199
 - selecting, 188
 - selecting objects with, 190–191
 - showing and hiding, 196
 - sublayers, 186–187
- Layers panel. *See also* layers
 - accessing, 184
 - components of, 184
 - locating objects in, 201
 - options, setting, 185
- layouts, workspace, 58
- leading text, 221
- line graphs, 346–347
- Line Segment tool, 69
- line segments, drawing, 69
- linear gradient type, 149
- linked graphics, 244–245
- linking

- documents, 16
- graphics, 242–243
- slices, 409

Liquify tools, 309

Live Color feature

- applying color groups to objects with, 124–125
- editing colors with, 124–125

Live Paint Bucket tool

- paint fills, 284
- preferences, setting, 283
- selecting options to paint fills or strokes with, 282
- stroke edges, changing, 285

Live Paint Groups

- adding paths to, 289
- converting traced objects to, 281
- creating, 280–281
- Gap options, 290
- reshaping or moving paths in, 288–289

Live Paint Selection tool, 286–287

- locking

- guides, 48

- layers, 195

lossy compression, 401

lowercase text, 355

luminosity, 111

M

Macintosh

- Illustrator system requirements, 3
- installing Illustrator in, 3
- starting Illustrator in, 5

Macintosh PICT format, 375

Magic Wand tool

- selecting objects with, 84–85
- understanding selections, 80

marks print options, 360–361

Measure tool, 56

measurement

- distance between objects, measuring, 56
- measurement units, document creation, 32

menus, 6

merging

- layers, 197

- paths, 172–173

- mesh, 102, 152-153
- metadata, 371
- Microsoft Office, saving documents as, 388
- Mini Bridge, 440
- miter bend style, 93
- miter joins, 131
- Mobile SWF tab (File Info dialog box), 370
- mode, drawing, 64
- mosaic tiles effects, 256, 276
- Move tool, 50
- moving
 - anchor points, 158-159
 - artboards, 36
 - document elements with Hand tool, 53
 - layers, 192-193
 - objects, 91
 - objects to layers, 198-199
 - segments, 158-159
 - slices, 410
 - text, 209, 214-215
 - between tools, 53

N

- naming
 - layers, 187
 - selections, 90
 - workspaces, 58
- navigation
 - artboards, 37
 - within artboards, 34
- Navigator panel
 - customizing, 42
 - view area, 41
 - view box color, 42
 - view size, 40
- New command (File menu), 28-29
- New From Template command (File menu), 30
- New View command (View menu), 38
- Next Object Above command (Select menu), 88
- Next Object Below command (Select menu), 88
- 9-slice scaling, 326-327
- nonglobal colors, 118-120
- normal screen mode, 43
- note paper effects, 275

O

- objects
 - alignment, 94
 - applying color to, 109, 122, 128
 - clearing, 91
 - deleting, 91
 - distributing, 94
 - duplicating, 92-93
 - grouping, 86-87
 - measuring distance between, 56
 - moving, 91
 - moving to layers, 198-199
- Perspective Grid
 - adjusting, 77
 - copying, 78
 - customizing, 79
 - drawing, 76
 - moving, 78
 - objects, adding, 78
 - resizing, 78
 - text, adding, 78
- pixel grid, aligned, 65
- reflecting, 95, 99
- rotating, 95-96, 98
- scaling, 95, 98
- selecting
 - with Lasso tool, 83
 - with Magic Wand tool, 84-85
 - similar objects, 88-89
 - using Direction Selection tool, 82
 - using Select menu, 88-89
 - using Selection tool, 81
- Shape Builder tool, 74-75
- transforming, 95-97
- Objects menu commands
 - Blend, 141-142
 - Clipping Mask, 178
 - Compound Path, 176
 - Expand, 139, 148
 - Group, 86
 - Text Wrap, 234
 - Transform, 100
 - Ungroup, 86
- offsetting paths, 93
- opacity, blends, 145
- Open command (File menu), 12, 238
- open paths, 63, 163

- Open Recent command (File menu), 13
- Open With command (File menu), 240
- opening
 - documents
 - with Adobe Bridge, 14–15
 - existing documents, 12
 - recently opened, 13
 - from Welcome Screen, 13
 - graphic images, 238
 - panels, 7
- Origin tab (File Info dialog box), 371
- outer flow effects, 262–263
- Outline view, 38–39
- outlines, 235
- output print options, 364–365
- output slice settings, 415
- overflow, text, 216–217
- Overprint Preview command (View menu), 39, 363

P

- Paintbrush tool, 167
- painting
 - art brushes, 298–299
 - Brushes panel, 291
 - calligraphic brushes, 296–297
 - Live Paint Bucket tool, 282–285
 - Live Paint Groups
 - adding paths to, 289
 - converting traced objects to, 281
 - creating, 280–281
 - Gap options, 290
 - reshaping or moving paths in, 288–289
 - Live Paint Selection tool, 286–287
- Paintbrush tool, 292–293
 - pattern brushes, 300–301
 - scatter brushes, 294–295
- panel knife effects, 274
- Panel Options menu, 7, 9
- panels
 - adding, 8
 - closing, 7
 - collapsing, 7
 - displaying hidden, 43
 - docking/undocking, 8
 - expanding, 7

- hiding, 8, 43
- opening, 7
- Panel Options menu, 9
- sets, collapsing and expanding between icons and panels, 9
- subtracting, 8
- paragraphs
 - alignment, 226
 - indentation, 227
 - spacing, 227
- Paste command (Edit menu), 214–215
- Paste in Back command (Edit menu), 215
- Paste in Front command (Edit menu), 215
- Pathfinder commands, 175
- Pathfinder panel, 174–175
- paths
 - anchor points and, 63
 - clipping mask, 178–181
 - closed, 63
 - compound, 176–177
 - convert mesh object to, 160
 - convert strokes to compound, 176
 - dividing, 169
 - erasing parts of, 182, 278
 - join, 165
 - merging, 172–173
 - offsetting, 93
 - open, 63, 163
 - reshaping, 166–167
 - segments and, 63
 - Shape Mode command, 174
 - shape of, changing, 63
 - simplify, 168
 - splitting, 170–171
 - splitting into grid, 171
- pattern brushes, 300–301
- patterns
 - applying to objects, 138
 - editing, 139
 - expanding, 139
 - as fills, 138–139
- PDF format, 25, 371, 382–383
- Pen tool
 - anchor points, adding, 163
 - drawing curves with, 157
 - drawing polygons with, 156
- Pencil tool
 - preferences, 279

- reshaping paths with, 167
- working with, 278–279
- Perspective Grid
 - adjusting, 77
 - copying, 78
 - customizing, 79
 - drawing, 76
 - moving, 78
 - objects, adding, 78
 - resizing, 78
 - text, adding, 78
- Photoshop Effect Gallery, 268–269
- Photoshop, exporting to, 378
- Photoshop format, 375
- pie graphs, 346–347
- pixel grid, align, 65, 328
- Pixel Preview command (View menu), 39
- pixels, 35
- Place command (File menu), 16, 239, 242, 244
- placing graphics, 239–241
- plastic wrap effects, 276
- Play button (Actions panel), 333
- playback, action, 335
- plug-in preferences, 428
- PNG format, 371, 375
- PNG-8 document, 402–403
- PNG-24 document, 404
- point type, 205
- point/pica size, 46
- points, anchor
 - adding new, 162–163
 - alignment, 164–165
 - average, 159
 - Convert Anchor Point tool, 161
 - converting, 160–161
 - deleting, 163
 - direction lines, 158
 - endpoints, 165
 - highlighting, 158
 - moving, 158–159
 - paths and, 63
 - preferences, 158
 - selecting with Direct Selection tool, 82
 - showing and hiding, 63
 - smooth points, converting to corner points, 160
- Polar Grid tool, 73

- Polygon tool, 68
- polygons, drawing, 68, 156
- portrait/landscape orientation, 35
- preferences
 - Adobe Bridge, 444–445
 - anchor points, 158
 - Appearance of Black, 432
 - cursor, 420
 - File Handling & Clipboard, 431
 - General, 420
 - grids, 52
 - guide, 48
 - hyphenation, 427
 - keyboard shortcut, 433
 - Live Paint Bucket tool, 283
 - Pencil tool, 279
 - plug-in, 428
 - ruler, 46
 - Scratch Disk, 429
 - Selection & Anchor Display, 422–423
 - slices, 427
 - smart guides, 51
 - text, 424–425
 - Transparency grid, 147
 - type, 424–425
 - Units Performance, 426
 - updates, 20
 - user interface, 430
- presets
 - artboard, 34
 - creating new documents using, 29
 - exporting with, 379
 - list of, 29
 - printing with, 357, 366
- Preview view, 38–39
- Preview View command (View menu), 278
- previewing
 - artboards, 36
 - color separations, 363
 - effects, 258
- Print command (File menu), 356, 358
- Print Presets command (Edit menu), 357
- printing
 - advanced print options, 366–367
 - bleed options, 361
 - color management settings, 368
 - color separations, previewing, 363

printing (continued)

- documents, 356
- general print options, 358–359
- graphics print options, 362
- marks options, 360–361
- number of copies, specifying, 359
- output options, setting, 364–365
- Overprint preview, 363
- overprints, 366
- presets, 366
- with presets, 357
- Print command, 356
- print problems, checking for, 369
- print tiling, 359
- reverse order, 358
- Separations preview, 363
- summary print options, 369
- Product Improvement Program (Adobe), 23
- Proof Colors command (View menu), 126
- Proof Setup command (View menu), 39
- proofing colors, 126
- PSD format, 371
- Pucker tool, 306
- punctuation, 232

Q

- Quit Illustrator command (Illustrator menu), 26
- quotes, 33

R

- radar graphs, 346–347
- radial gradient type, 149
- raster graphics
 - effects, 259, 266
 - interpolation and, 62
 - Resolution Independent Effects (RIE), 259
 - tracing, 246–248
 - understanding raster graphics, 62
- Raw Data tab (File Info dialog box), 371
- Record button (Actions panel), 333
- recording actions, 334
- Rectangle Grid tool, 72
- Rectangle tool, 67
- rectangles, drawing, 67
- Redo command (Edit menu), 57
- Reflect tool, 99

- reflecting objects, 95, 99
- registration, 4–5
- registration point, 329
- releasing
 - compound paths, 177
 - objects from clipping masks, 179
 - objects to layers, 199
- renaming
 - data sets, 345
 - selections, 90
 - workspaces, 59
- rendering intent color management print option, 368
- replacing
 - colors, 118–119
 - fonts, 219
 - images, 16
- Reselect command (Select menu), 88
- Reshape tool, 166
- reshaping paths, 166–167
- resizing
 - artboards, 36
 - slices, 410
- Resolution Independent Effects (RIE), 259
- resolution preset transparency setting, 33
- Return to Adobe Illustrator command (File menu), 14
- reverse order printing, 358
- Revert command (File menu), 24
- revolving 3D effects, 265
- RGB (Red, Green, Blue) color mode, 28, 107, 110
- Rotate tool, 98
- rotating
 - artboards, 36
 - objects, 95–96, 98
 - text, 225
- round bend style, 93
- round joins, 131
- Rounded Rectangle tool, 67
- RTF format, 211
- rulers
 - artboard display options, 37, 47
 - displaying, 46–47
 - document, 46–47
 - guides
 - alignment, 51
 - changing, 47

- clearing, 49
- color, 48
- converting vector objects to, 49
- creating, 49
- locking, 48
- preferences, 48
- ruler, 47
- showing and hiding, 48
- smart guides, 50–51
- snap to point, 48
- style, 48
- switching, 49
- hiding, 47
- origin, changing, 47
- preferences, 46

S

- safe area, artboard display options, 37
- Same command (Select menu), 89
- saturation, color, 111
- Save a Copy command (File menu), 25
- Save As command (File menu), 25, 31
- Save command (File menu), 24
- Save For Web & Devices command (File menu), 392–394
- Save Selection command (Select menu), 80
- Save Workspace command (Workspace menu), 58
- saving
 - actions
 - as files, 333
 - into sets, 333
 - documents, 24–25
 - as Adobe Flex File, 386–387
 - as EPS format, 384–385
 - as FXG format, 386–387
 - as Microsoft Office, 388
 - as PDF format, 382–383
 - as template, 389
 - for the Web, 392–393
 - selections, 80
 - slices for Web, 414–415
 - slices (from selection) for Web, 416
 - symbols, 311
- Scale tool, 98
- scaling
 - 9-slice scaling, 326–327
 - objects, 95, 98
 - type, 224
- Scallop tool, 306
- scatter brushes, 294–295
- scatter graphs, 346–347
- Scissor tool, 170
- Scratch Disk preferences, 429
- screen modes, 43
- scribble effects, 261
- scripts, actions, 342–343
- searching
 - fonts, 219
 - for help information, 23
- segments
 - curve, 159
 - moving, 158–159
 - paths and, 63
 - selecting with Direct Selection tool, 82
- Select menu commands, 88–89
 - Edit Selection, 80
 - Same command, 89
 - Save Selection, 80
- Selection & Anchor Display preferences, 422–423
- Selection tool. *See also* selections
 - aligning and distributing objects using, 94
 - duplicating objects with, 92–93
 - moving objects with, 91
 - reflecting or shearing objects, 99
 - rotating and scale objects with, 98
 - selecting objects with, 81
 - transforming objects with, 95
 - understanding selections, 80
- selections. *See also* Selection tool
 - anchor points, 82
 - controlling effects using, 273
 - deleting, 80
 - editing, 80
 - examples of, 80
 - inverting color of, 88
 - layers, 188
 - naming, 80
 - renaming, 80
 - reselecting, 88
 - saving, 80
 - selecting next object above/below current, 88

selections *(continued)*

- slices, 408–409
- type, 212–213
- understanding selections, 80
- sentence case, 355
- Separations Preview command (Window menu), 39
- Shape Mode command (Pathfinder panel), 174
- Share My Screen command, 450, 451
- Sharpen command (Effect menu), 271
- Shape Builder tool, 74–75
- Shear tool, 99
- shortcuts
 - starting Illustrator, 4–5
 - tool, 11
- Show Bounding Box command (View menu), 95
- Show Edges command (View menu), 63
- Show Panels command (Window menu), 18
- Show PrintTiling command (View menu), 38
- Show Text Threads command (View menu), 216
- Show Transparency Grid command (View menu), 147
- simplify paths, 168
- single quotes, 33
- size
 - artboard, 35
 - font, 220
 - views, 40
- Slice Selection tool, 394
- slices
 - alignment, 411
 - arranging, 410–411
 - auto, 406
 - deleting, 408
 - distributing, 411
 - duplicating, 408
 - hiding, 408–409
 - HTML text, adding, 412
 - linking, 409
 - moving, 410
 - output option settings, 415
 - preferences, 427
 - resizing, 410
 - saving for Web, 414–415, 416

- selecting, 408–409
- showing, 408–409
- stacking, 411
- subslices, 407
- unlinking, 409
- URL links, adding, 413
- user, 406
- viewing slice options, 408–409
- working with, 409
- smart guides
 - object transformation, 97
 - preferences, 51
 - turning on/off, 50
 - working with, 50–51
- Smart Punctuation, 232
- smooth points, converting to corner points, 160
- Snap to Grid command, 52
- Snap to Point command, 48, 422
- soft proof colors, 126
- software, Illustrator system requirements, 3
- spacing paragraphs, 227
- spatter effects, 276
- spell checking, 350–351
- Spiral tool, 70–71
- spirals, drawing, 70–71
- splitting paths, 170–171
- stacked bar graphs, 346–347
- stacked column graphs, 346–347
- stacking slices, 411
- stained glass effects, 276
- stamp effects, 275
- Star tool, 68
- stars, drawing, 68
- Start menu, opening documents using, 13
- starting Illustrator
 - in Macintosh, 5
 - shortcuts, 4–5
 - Welcome screen, 4
 - in Windows, 4
- status bar, 17
- Stop button (Actions panel), 333
- stops, adding to actions, 336
- stroke
 - alignment, 130
 - applying color to, 109, 122, 128
 - arrowheads, 132–133

- attributes, changing, 130–133
- caps or joins, changing, 131
- dashed, 132
- weight of, changing, 130
- styles
 - font, 218
 - graphic
 - applying, 249
 - breaking links to, 253
 - creating, 250
 - deleting, 253
 - duplicating, 251
 - editing, 252
 - grids, 52
 - guides, 48
 - type, 230–231
- Stylize command (Effect menu), 261
- sublayers, 186–187
- subscript text, 33
- subslices, 407
- subtracting panels, 8
- summary print options, 369
- superscript text, 33
- SVG format, 25, 393
- Swatches Library
 - copying swatches between libraries, 114
 - customized swatch panels, saving, 115
 - displaying, 114
 - gradient library, 148
- Swatches panel
 - creating color groups in, 113
 - deleting colors from, 112
 - display of, changing, 112
 - editing or duplicating color in, 113
 - sorting colors in, 112
 - swatches, displaying by type, 112
 - Swatches Library, 114–115
- SWF format, Flash, 375, 393
- symbols
 - 9-slice scaling, 326–327
 - creating, 310
 - deleting, 311
 - duplicating, 312
 - editing, 313
 - links, breaking, 314–315
 - pixel grid, align, 328
 - registration point, 329

- saving, 311
- sets, expanding instances of, 325
- Symbol Libraries, 309
- Symbol Screener tool, 323
- Symbol Scruncher tool, 319
- Symbol Shifter tool, 318
- Symbol Sizer tool, 320
- Symbol Spinner tool, 321
- Symbol Sprayer tool, 316
- Symbol Strainer tool, 322
- Symbol Styler tool, 324
- symbolism tool options, setting, 317
- Symbols panel, 308
- system requirements, 3

T

- tab stops, 228
- tabbed documents, 18
- tabs, 228
- Targa format, 375
- templates
 - creating documents from, 30–31
 - document, 16, 30–31
 - saving documents as, 389
- text
 - anti-aliasing, 218
 - case, 355
 - copying, 214–215
 - effects, 210
 - fonts, 218–220
 - glyphs, 233
 - hyphenation, 229
 - importing, 211
 - kerning, 222
 - leading, 221
 - moving, 209, 214–215
 - outlines, 235
 - overflow, 216–217
 - paragraphs, 226–227
 - preferences, 424–425
 - rotating, 225
 - scaling, 224
 - selecting, 212–213
 - styles, 230–231
 - subscript, 33
 - superscript, 33
 - tabs, 228

text (continued)

- threads, 216–217
- tracking, 223
- typing new, 205–206
- wrapping, 234
- Text Format, 375
- Text Wrap command (Objects menu), 234
- themes, color, 116–117
- threads, text, 216–217
- 3D effects, 264–265
- thumbnail views, 41
- TIFF format, 371, 375, 377
- Tolerance selection option, 422
- tool tips, 421
- tools
 - accessing in Tools panel, 10
 - accessing multiple, 10
 - Control panel, 6
 - moving between, 53
 - shortcuts to, 11
- Tools panel
 - accessing tools in, 10
 - contents of, 6
- tracing raster graphics, 246–248
- tracking type, 223
- transformations
 - applying multiple, 100–101
 - blends, 144
 - Distort & Transform command, 100
 - repeating, 100
 - Transform Each command, 100
- transforming objects, 95–97
- Transparency Flatten Presets command (Edit menu), 367
- Transparency grid, 147
- transparency settings
 - blends, 146
 - colored paper simulation, 33
 - controlling transparency effects, 146
 - document creation, 32–33
 - grid colors, 33
 - grid size, 32
 - resolution preset, 33
- trim marks, editable, 55
- turning on/off smart guides, 50
- TXT format, 211

type

- anti-aliasing, 218
- Area Type tool, 207
- copying, 214–215
- deleting empty text paths, 214
- fonts, 218–220
- Kerning, 222
- leading, 221
- moving, 214–215
- outlines, 235
- overflow, 216–217
- paragraphs, 226–227
- preferences, 424–425
- rotating, 225
- scaling, 224
- selecting, 212–213
- styles, 230–231
- threads, 216–217
- tracking value, 223
- Type on a Path tool, 208
- Vertical Area Type tool, 207
- Vertical Type on a Path tool, 208
- Vertical Type tool, 205
- wrapping, 234
- Type on a Path tool, 208
- Type tool, 204
- typographer's quotes, 33
- Twirl tool, 306

U

- Undo command (Edit menu), 57
- undocking
 - documents, 19
 - panels, 8
- Ungroup command (Objects menu), 86
- Units Performance preferences, 426
- unsharp mask effects, 271
- Updater (Adobe), 21
- updates
 - checking for, 20–21
 - preferences, 20
- Updates command (Help menu), 21
- updating, from previous versions, 2
- uppercase text, 355
- URL links, adding to slices, 413
- user interface preferences, 430
- user slices, 406

V

- variables, data
 - creating, 344–345
 - deleting, 344–345
 - renaming, 345
- vector objects
 - converting to guide, 49
 - effects, 267
 - understanding vector graphics, 62
- Vertical Area Type tool, 207
- Vertical Type on a Path tool, 208
- Vertical Type tool, 205
- Video Data tab (File Info dialog box), 370
- video safe areas, artboards, 35
- View menu commands
 - Bounding Box, 288–289
 - Edit View, 38
 - Fit All In Window, 44
 - Fit Artboard In Window, 44
 - Hide Edges, 63
 - New View, 38
 - Overprint Preview, 39
 - Pixel Preview, 39
 - Preview View, 278
 - Proof Colors, 126
 - Proof Setup, 39
 - Rulers, 46
 - Show Bounding Box, 95
 - Show Edges, 63
 - Show Print Tiling, 38
 - Show Text Threads, 216
 - Show Transparency Grid, 147
 - Smart Guides, 50
 - Soft Proof, 126
- view size, documents, 17
- views
 - box color, 42
 - changing, with Zoom tool, 44–45
 - display view, changing, 38–39
 - document, 38–41
 - fit in window, 44
 - Outline, 38–39
 - Preview, 38–39
 - ruler options, 46
 - size, 40
 - thumbnail, 41

W

- Warp tool, 306
- WBMP document, optimizing, 405
- Web
 - file formats, 396–397
 - GIF documents, optimizing, 400–401
 - images, optimizing to file size, 395
 - JPEG documents, optimizing, 398–399
 - PNG-8 document, optimizing, 402–403
 - PNG-24 document, optimizing, 404
 - saving documents for, 392–393
 - saving slices for, 414–415
 - WBMP document, optimizing, 405
- Web-safe color, 111
- Welcome screen, 4, 13
- Welcome Screen command (Help menu), 13
- Window menu
 - Extensions, 116–117
 - Flattener Preview, 39
 - panel display, 7–8
- Window menu commands
 - Flattener Preview, 367
 - Hide Panels, 18
 - Separations preview, 39
 - Show Panels, 18
- Windows
 - Illustrator system requirements, 3
 - installing Illustrator in, 2
 - starting Illustrator in, 4
- windows
 - active, 18
 - document, 18–19
- Windows Metafile format, 375
- Workspace menu commands, 58
- workspaces
 - creating, 58
 - deleting, 59
 - displaying, 58
 - layouts, 58
 - naming, 58
 - renaming, 59
- wrapping text, 234
- Wrinkle tool, 306

X

- X and Y positioning, 35

XMP format, 370
XMP Software Development Kit, 371

Z

zoom
 in/out, 45
 using Navigator thumbnail, 41
 view size, 40
Zoom tool
 changing view with, 44–45
 Save For Web & Devices tool, 394