

VISUAL QUICKSTART GUIDE



Adobe Illustrator

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2

Customizing the Application

Adobe Illustrator provides vast customization capabilities to best suit your needs when using the application.

You can organize tools and panels as needed and save those settings for future use.

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Accessing the Document Windows

Illustrator lets you have multiple files open simultaneously.

Work with nested documents

By default, files are nested in the document window.

- Activate a document by clicking its tab (Figure 2.1).
- Close a document by clicking the X icon on the tab.

Work with floating documents

Documents can also reside apart from the application frame. This can be useful if you are using multiple monitors.

- Float a nested document by dragging its tab from the application frame.
- Nest a floating document by dragging its title bar onto the application frame (Figure 2.2).

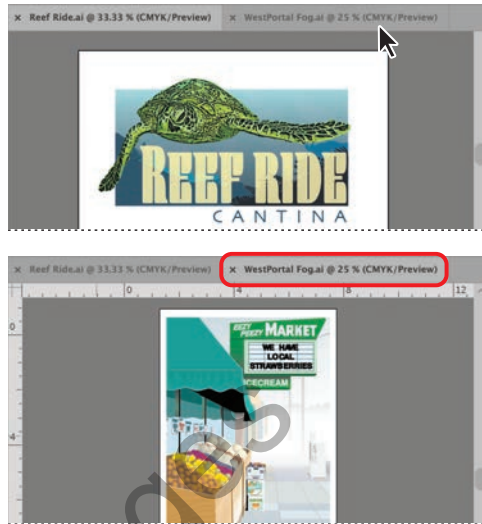


FIGURE 2.1 Clicking a nested tab activates the document

TIP You can determine how documents open using Preferences > User Interface. The default setting is Open Documents as Tabs.

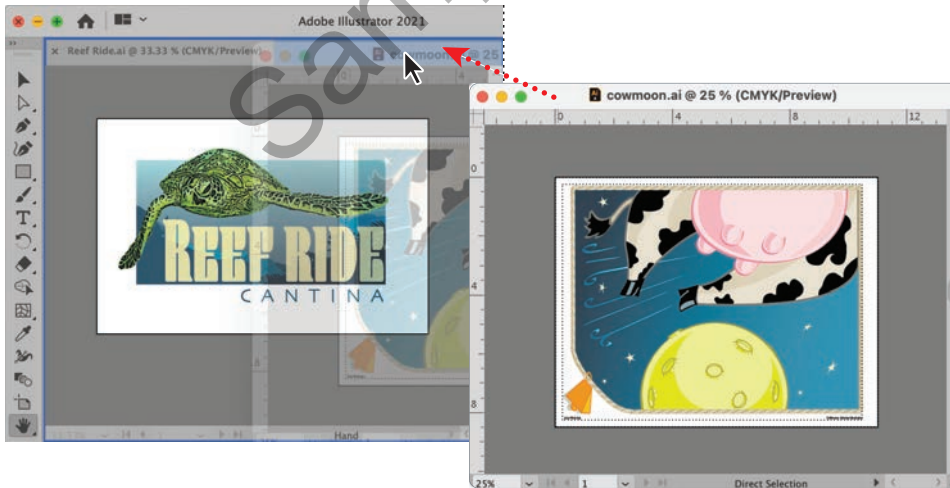


FIGURE 2.2 Dragging a floating document by its title bar to nest it in the application frame

Tile the document windows

To tile all open documents so they are visible in the application frame, do either of the following:

- Click the **Arrange Documents** button in the application bar and select a tiled option (**Figure 2.3**).
- Choose **Window > Arrange > Tile**.

Consolidate the document windows

To gather all open documents so they are nested and tabbed in the application frame, do either of the following:

- Click the **Arrange Documents** button in the application bar and click the **Consolidate All** icon (top left).
- Choose **Window > Arrange > Consolidate All Windows**.



FIGURE 2.3 Clicking the Arrange Documents button displays options for tiling and consolidating open windows



VIDEO 2.1
Working with multiple documents

Using the Toolbar

By default, the various tools associated with an assigned workspace reside in the toolbar, which is docked on the left side of the application frame.

Select a tool

Do either of the following:

- Click the tool in the toolbar.
- Press the keyboard shortcut for the tool.

TIP The keyboard shortcut for a tool is shown in parentheses after the tool name when you hover your mouse over it.

Show hidden tools

Similar tools are organized in groups and identifiable by a small triangle in the lower-right corner of the visible tool indicating hidden tools. The hidden tools are accessible by doing either of the following:

- Click+hover over the visible tool.
- Press **Alt/Option**+click to cycle through the individual hidden tools.

Reposition the toolbar

The toolbar can be undocked and moved by doing the following:

- Click+drag the title bar to the toolbar's desired location.

Float a tool group

Do the following:

- Click+drag the tool group tear-off tab.

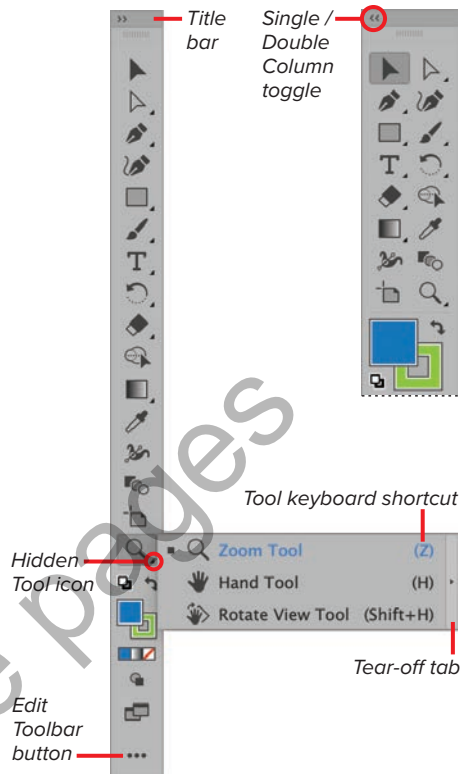


FIGURE 2.4 Toolbar customization features

View tools in double or single column

Do the following:

- At the top left of the toolbar, click the double arrows (**Figure 2.4**).



VIDEO 2.2
Customizing toolbars

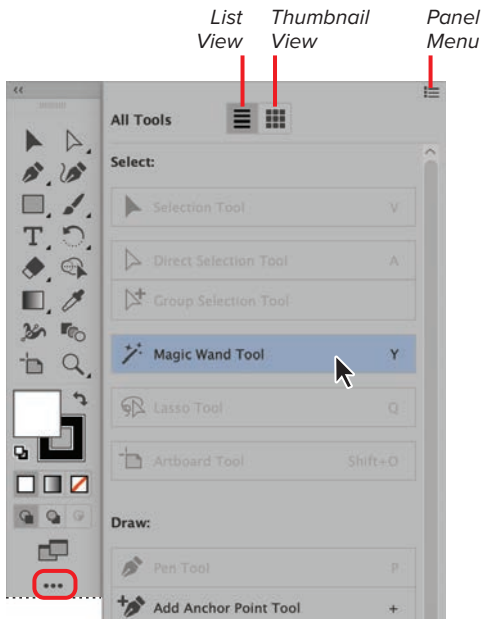


FIGURE 2.5 Selecting a tool from the All Tools drawer

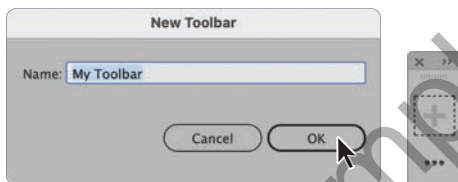


FIGURE 2.6 Creating a new toolbar using the All Tools drawer panel menu

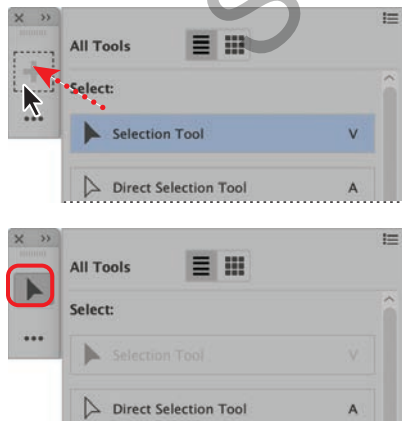


FIGURE 2.7 Adding a tool to a new toolbar

Access the All Tools drawer

The **All Tools** drawer (Figure 2.5) contains every tool provided by Illustrator. To access them, do the following:

1. Click the **Edit Toolbar** button.
2. Click a tool to select it.

TIP Tools can be selected and used without adding them to the toolbar.

Add a tool to the toolbar

Do the following (Figure 2.6):

1. Click the **Edit Toolbar** button to open the **All Tools** drawer.
2. Click+drag the tool onto the toolbar.

TIP Tools that appear dimmed in the **All Tools** drawer reside in the toolbar.

Delete a tool from the toolbar

Do the following:

1. Click the **Edit Toolbar** button to open the **All Tools** drawer.
2. Click+drag the tool away from the toolbar.

Create a new toolbar

Do the following:

1. Open the **New Toolbar** dialog box by doing either of the following:

Choose **Windows > Tools > New Toolbar**.

Click the **Edit Toolbar** button and then choose **New Toolbar** from the tool drawer panel menu.

2. In the **New Toolbar** dialog box, enter a **Name**, and then click **OK** (Figure 2.7).

The new empty toolbar will appear floating (undocked) on your screen.

Working with Panels

The numerous panels included with Illustrator provide powerful tools for creating and modifying your artwork. Because there are so many, Illustrator lets you easily access and organize them as needed to best suit your work needs (Figure 2.8).

Open a closed panel

Do the following:

- Choose **Window** > [panel name].

TIP Depending on your workspace configuration, panels may open as docked or floating, individually or within a group.

Open a collapsed panel

Collapsed panels display only their icons. To open one, do any of the following:

- Choose **Window** > [panel name].
- Click the icon for the collapsed panel.
- Click the **Expand Panels** button to open all the collapsed panels in the dock (Figure 2.9).

Close a docked panel

Do the following:

1. Right-click the panel tab or icon.
2. Choose **Close** from the context menu.

Close a floating panel

Do the following:

- Click the panel **Close** button (Figure 2.10).

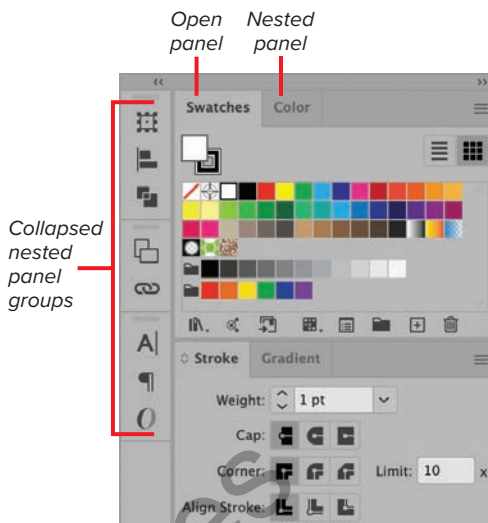


FIGURE 2.8 Collapsed and open panel groups

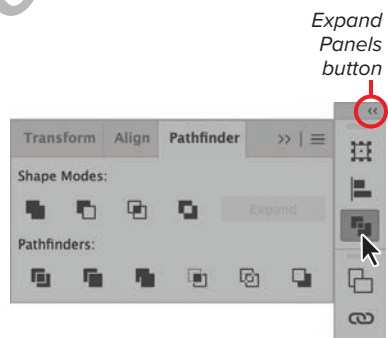


FIGURE 2.9 Expanding a collapsed panel

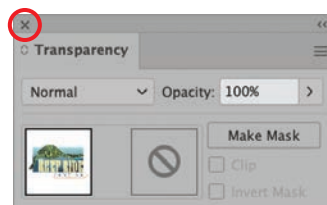


FIGURE 2.10 Close button on a floating panel

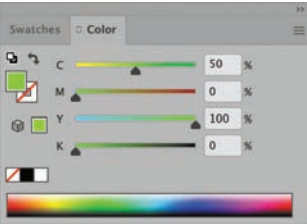
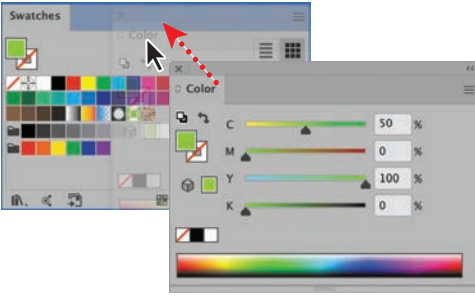


FIGURE 2.11 Nesting a floating panel to create a panel group

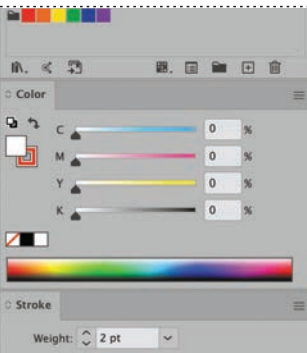
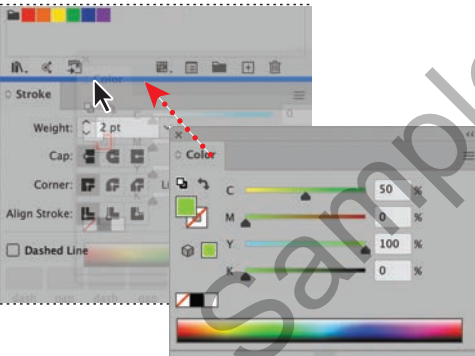


FIGURE 2.12 Docking a floating panel

Move a panel

Do the following:

- Click+drag the panel tab.

Move a panel group

Do the following:

- Click+drag the group title bar.

Nest a panel in a group

Do the following:

- Click+drag the panel tab onto the group (Figure 2.11).

TIP A blue boundary around the destination panel indicates you are creating a group.

Dock a panel

Do the following:

- Click+drag the panel tab above or below another docked panel (Figure 2.12).

TIP A blue horizontal highlight indicates you are docking the panel.

Dock a panel group

Do the following:

- Click+drag the panel title bar above or below another docked panel.

Maximize or minimize panels

Do the following:

- Double-click the panel title bar (Figure 2.13).

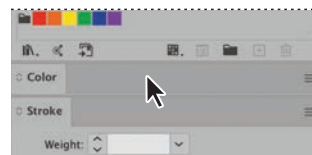
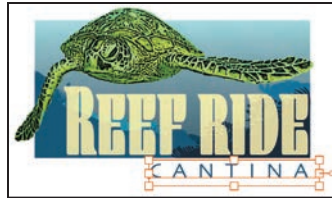


FIGURE 2.13 Color panel minimized after double-clicking the title bar

Working with the Properties Panel

The **Properties** panel consolidates several settings and editing features in a single location for easy access and use.

TIP The **Properties** panel appears by default in the **Essentials Classic** workspace.



Properties panel controls

The available controls are dependent on the selected object and are organized by category:

- **Transform:** Dimensions, position, angle, etc.
- **Appearance:** Fill and stroke, opacity, effects, etc.
- **Dynamic:** Type settings, cropping, masking, etc.
- **Quick actions:** Tasks associated with the selection, such as creating outlines from text objects

Open the Properties panel

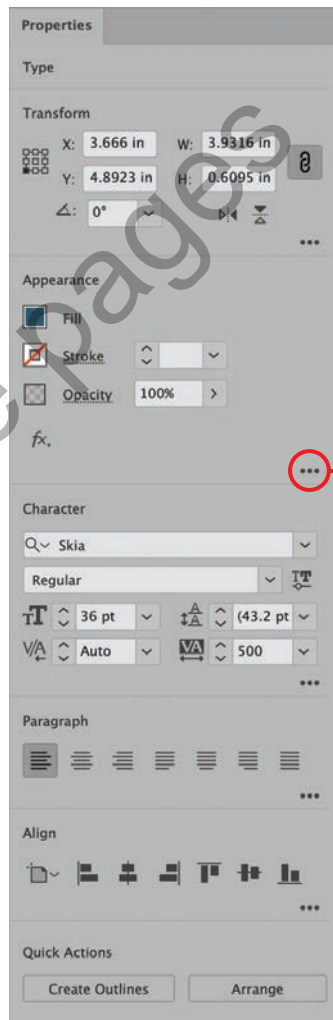
Do the following:

- Choose **Window > Properties Panel**.

Access full panel

Do the following:

- Click the **View More Options** button from the appropriate panel section to open the full panel (**Figure 2.14**).



View More Options button

FIGURE 2.14 Displaying the controls for a selected text object in the Properties panel

Working with the Control Panel

TIP The Control panel appears by default in the Essentials Classic workspace.

The Control panel lets you quickly access settings for selected elements. By default, the Control panel resides docked at the top of the application frame (Figure 2.15).



FIGURE 2.15 Displaying the attributes of a gradient object in the Control panel

Open the Control panel

Do the following:

- Choose **Window > Control Panel**.

Change the dock position

Do the following:

- From the Control panel menu, select **Dock to Bottom** or **Dock to Top**.

Float the Control panel

Do the following:

- Click+drag the gripper bar away from the docked location.

Customize which controls appear in the panel

Do the following:

- From the Control panel menu, select or deselect the settings you want to appear in the panel.

TIP The options displayed in the Control panel depend on the size of your application frame and the number of options selected in the panel menu.

Customizing Workspaces

Illustrator includes different project-based application configurations, as well as the capability to create and manage new workspaces.

Access the Workspace menu

Do either of the following:

- Choose **Window > Workspace**.
- Click the **Switch Workspace** button on the right side of the application bar (Figure 2.16).

Reset a workspace

If you change the configuration of a workspace (open or close a panel, add or delete a tool, etc.), you can revert to the original settings by doing either of the following:

- Choose **Window > Workspace > Reset [workspace name]**.
- Click the **Switch Workspace** button and select **Reset [workspace name]**.

Save a workspace

You can create a customized workspace using the application settings you've configured.

1. Customize the interface to suit your needs.
2. Choose **New Workspace** from the **Workspace** menu.
3. In the **New Workspace** dialog box, enter a name and then click **OK** (Figure 2.17).

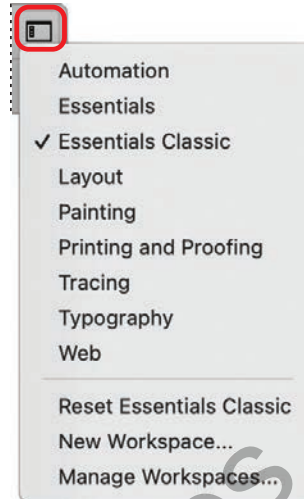


FIGURE 2.16 The Switch Workspace menu

Customizing the workspace

These are some options for customizing the workspace:

- Open and close panels
- Dock and float panels
- Collapse and expand panels
- Add and delete tools in the toolbar
- Open or close the Control panel

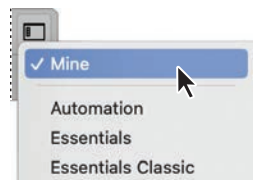
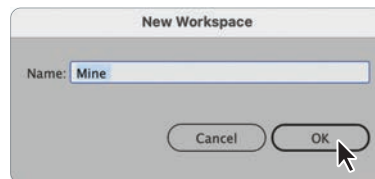


FIGURE 2.17 Creating a saved workspace and the result displayed in the menu

Make a copy of a saved workspace

Do the following (Figure 2.18):

1. Choose **Manage Workspaces** from the **Workspace** menu.
2. In the dialog box, select the saved workspace you want to duplicate.
3. Click the **New Workspace** button.
4. Customize the name if you like and then click **OK**.

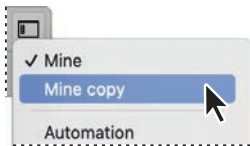


FIGURE 2.18 Creating a copy of a saved workspace and the result displayed in the menu

Rename a saved workspace

Do the following:

1. Choose **Manage Workspaces** from the **Workspace** menu.
2. In the dialog box, select the saved workspace you want to rename.
3. Edit the name.
4. Click **OK** to apply the change.

Delete a saved workspace

Do the following (Figure 2.19):

1. Choose **Manage Workspaces** from the **Workspace** menu.
2. In the dialog box, select the saved workspace you want to delete.
3. Click the **Delete Workspace** button.
4. Click **OK** to remove the workspace.

TIP You can copy, rename, or delete only workspaces that you create. The workspaces included with the application cannot be altered.

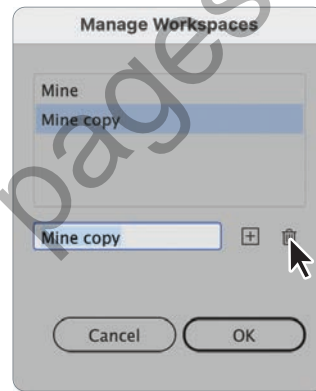


FIGURE 2.19 Deleting a saved workspace and the result displayed in the menu



VIDEO 2.3
Managing workspaces

Configuring Illustrator Preferences

The **Preferences** panel lets you customize the settings for your Illustrator application (display options, commands, panel positions, type settings, etc.).

Open the Preferences dialog box

The **Preferences** dialog box allows you to customize your Illustrator application.

To access the dialog box (**Figure 2.20**), do any of the following:

- Choose **Edit > Preferences** (Windows) or **Illustrator > Preferences** (macOS) and select an option from the context menu.
- Click the **Preferences** button in the **Control** panel.

TIP To learn more about the individual **Preferences** tab sections, see **Appendix A**.

Set a preference

In the **Preferences** dialog box, do the following:

1. Select the appropriate section tab.
2. Modify the individual settings, as needed.
3. Click **OK** to apply the change.

Reset all preferences

To restore the default application preferences, do the following

1. In the **General** tab section of the **Preferences** dialog box, click the **Reset Preference** button.
2. Click **OK** to close the dialog box and confirm the reset.
3. Quit and then relaunch Illustrator to have the default preferences take effect.

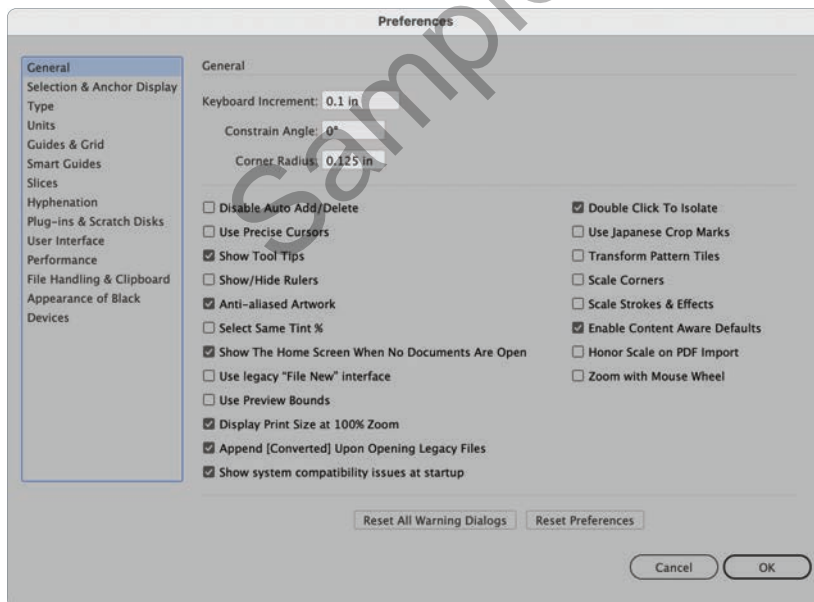


FIGURE 2.20 The General section of the Preferences dialog box