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Adobe Illustrator CC 2017

Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Illustrator CC 2017 Introduction



Shortcuts
Note: For Macintosh, use Ctrl instead of **M**, and Alt instead of Option.

| | |
|-------------------------------------|--------------------------------|
| Cut | M X |
| Copy | C |
| Paste | V |
| Paste in Front | F |
| Paste in Back | B |
| Paste in Place | Shift + V |
| Paste on All Artboards | Option Shift + V |
| Package | Option Shift + P |
| Group Selected Objects | G |
| Ungroup | Shift + G |
| Show/Hide Rulers | R |
| Show/Hide Guides | ; |
| Show/Hide Grid | ; |
| Open Character Panel | T |
| Open Paragraph Panel | Option + T |
| Zoom In One Level | + |
| Zoom Out One Level | - |
| Zoom to Fit Artboard | 0 |
| Toggle Grid and Snap | Q |
| Bring Forward |] |
| Send Backward | [|
| Bring to Front | Shift +] |
| Send to Back | Shift + [|
| Select Next Object Above | Option + Up |
| Select Next Object Below | Option + Down |
| Toggle Outline View and Preview | Y |
| Set Fill or Stroke to Current Color | C |
| Set Fill or Stroke as Gradient | G |
| Set Fill or Stroke to None | Y |
| Reset Appearance to Default | D |
| Create Outlines from Selected Text | Shift + G |

Working with Files

New Documents (Files)

1. Choose **FILE**, **NEW**, or press **Ctrl** + **N** on a Mac or **Ctrl** + **N** in Windows.
2. Set up document as needed, then **CTRL** + **S**. Note the CMYK color mode for print projects, and RGB for screen. These can be set automatically if using a printer or can be set manually.

Opening and Saving Documents

The **FILE**, **OPEN** and **FILE**, **SAVE** in any other program.

Accessing All Tools in the Tools Panel

Many buttons in the Tools panel are used for more than one tool. Clicking a button will switch to the tool currently assigned to that button. To switch to a different tool, click in the bottom right corner where more tools are available. **Shift** + click on those buttons and a menu of tools appears. Then select a tool from the menu. For example, **Ctrl** + click and holding the Pen Tool button reveals the Direct Selection Tool, Selection Tool, and the Freehand Tool.

The button in the Tools panel will show the tool most recently used from their palette tools.

Zooming In and Out

1. Click **[** in the Tools panel or press **Ctrl** + **+** to switch to the Zoom tool.
2. **Shift** + click and drag to zoom in to the point of interest.
3. **Ctrl** + **Shift** + **Ctrl** + **+** (or **Alt** + **Shift**) the artboard to zoom out. If needed, **Shift** + the arrow of **[** below the artboard and choose a zoom level.

Other zoom shortcuts

- Double **Ctrl** + **+** in the Tools panel to jump to 100% zoom.
- Double **Shift** + **Ctrl** + **+** in the Tools panel to fit the artboard to the window.

Artboards and Canvas

Artboards are like the pages of the document. Finished artwork should be assembled on the artboards, and they can be offset from the canvas. To move an artboard's name, just click on the artboard. Use the **Canvas** to scratch paper. Objects can be created on the **Canvas** and then moved into place on an artboard, particularly when the artboard is getting crowded.

Undo and Redo

To undo the last action, choose **EDIT**, **UNDO**, or press **Alt** + **Z** on a Mac or **Ctrl** + **Z** in Windows. Repeat an action by pressing **Shift** + **Alt** + **Z**.

To redo an action that was just undone, choose **EDIT**, **REDO**, or press **Shift** + **M** on a Mac or **<Shift** + **Ctrl** + **Z** in Windows. Repeat as needed.

Shortcuts for Pick Up Tools

| | |
|-----------------------|--|
| Select Tool | V (or Shift + V for editing type) |
| Direct Selection Tool | A |
| Path Tool | P |
| Pen Tool | P |
| Rectangle Tool | M |
| Elliptical Tool | L |
| Type Tool | T |
| Shape Builder Tool | Shift + M |
| Width Tool | Shift + M |
| Brown Tool | Shift + E |
| Scissors Tool | C |
| Arrows Tool | R |
| Scale Tool | S |
| Free Transform Tool | E |
| Transform Again Tool | Y |
| Zoom Tool | Z |
| Direct Tool | W |
| Anchor Point Tool | Shift + C |
| Break Object Tool | Shift + B |
| Artboard Tool | Shift + O |

Hold these keys while using other drawing tools to temporarily switch to these tools.

| | |
|----------------|--|
| Selection Tool | W |
| Hand Tool | Spacebar |
| Zoom Tool | Spacebar Left Option to zoom out. |

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Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use features of Adobe Illustrator CC 2017. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Adobe Illustrator CC 2017. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Working with Documents; Accessing all Tools in the Tools Panel; Zooming In and Out; Artboards and Canvas; Working with Multiple Artboards; Moving the Artboard in the Window; Making Selections. Applying Color as a Stroke or a Fill; Choosing Whether to Affect Stroke or Fill; Choosing Colors Using the Color Panel; Choosing Colors Using Swatches. Changing Stroke Weight (Thickness); Varying Weights on a Single Stroke; Changing Opacity of a Line or Shape; Copying Color, Stroke, Opacity, etc. from One Line or Shape to Another; Applying Brushes to Lines; Drawing Freehand Lines with Brushes with the Paintbrush Tool; Drawing and Editing Freehand with the Pencil Tool; Using the Shape Tools; Using the Eraser Tool; Working with Handles; Changing an Existing Line or Shape using Handles; Deleting a Line, Shape, or Text Box; Drawing Precise Lines and Curves using the Pen Tool; Smoothing a Rough Shape or Line (Smooth, Simplify). Creating Type; Typing in a Shape or On a Line; Converting Type to Shapes. Moving Lines, Shapes, or Text Boxes; Cutting a Line; Resizing; Rotating; Reflecting (Flipping); Changing the Stacking Order; Reordering Using the Layers Panel; Duplicating Shapes, Lines, Etc.; Merging and Cutting with the Shape Builder Tool (Merging Overlapping Shapes; Removing Parts of Overlapping Shapes; Removing Parts of Lines); Creating Gradients (Gradient Panel, Gradient Tool). Using Outline View; Exporting to other File Types; Creating an Illustrator Package; Printing; Setting a Bleed for Borderless Printing. Also includes a list of Windows and Mac keyboard shortcuts.

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Customer Reviews

Beezix has been publishing quick reference computer guides for trainers, training companies, corporations, and individuals across the US and Canada for the past 20 years. Founded by trainers, extensive industry experience made us aware of the need for a line of high-quality guides that were clear, accurate and concise. Our cards are designed for casual computer users right through to trainers and help desk staff.

good

Does an ok job for quick review - but there is a presumption that you understand certain basics of Illustrator before you put this little intro. to work. Unfortunately, though I am reasonably savvy with many Adobe products, Illustrator has proved to be less intuitive than most and this little pamphlet has yet to be of much help. It simply does not walk one through any given process in a step-by-step fashion. Scott Kelby is a master of the latter - and more products like this one could learn from Scott's technique.

AOK.

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