

## TOPIC: ILLUSTRATOR TOOLS



① **SELECTION TOOL (V)** - or Closed Arrow Tool is used to select objects.

Unselectable items may be on a separate layer that is locked. If an item can be selected but not moved the item may be locked in position under the Object Menu.

Select multiple objects - Click and Drag.

Resize Selected - Hold Shift and Drag any corner to resize an image proportionately. If you group several objects you can resize them all proportionately.

② **DIRECT SELECTION TOOL (A)** - or Open Arrow Tool is used to select points or path segments within objects

Under it is the **GROUP SELECTION TOOL** - which selects objects and groups within groups.

③ **MAGIC WAND TOOL (Y)** - selects objects with similar attributes such as: Fill Color, Stroke Color, Stroke Weight, Opacity, and/or Blending Mode. Double-Click on the Magic Wand Tool to set the attributes to be selected.

④ **THE LASSO TOOL (Q)** - selects points or path segments within objects.

⑤ **PEN TOOL (P)** - draws straight and curved lines to create objects.

Under it is the the **ADD ANCHOR POINT TOOL (+)** - which adds anchor points to paths.

The **DELETE ANCHOR POINT TOOL (-)** - deletes anchor points from paths.

The **CONVERT ANCHOR POINT TOOL (SHIFT+C)** - which changes smooth points to corner points and vice versa.

⑥ **TYPE TOOL (T)** - which creates individual type and type containers and lets you enter and edit type.

Under it is the the **AREA TYPE TOOL** - which changes closed paths to type containers and lets you enter and edit type within them.

The **TYPE ON A PATH TOOL** - which changes paths to type paths, and lets you enter and edit type on them.

The **VERTICAL TYPE TOOL** - which creates vertical type and vertical type containers and lets you enter and edit vertical type.

The **VERTICAL AREA TYPE TOOL** - which changes closed paths to vertical type containers and lets you enter and edit type within them.

The **VERTICAL TYPE ON A PATH TOOL** - which changes paths to vertical type paths and lets you enter and edit type on them.

⑦ **LINE SEGMENT TOOL (\)** - draws individual straight line segments. If you hold down shift the Line Tool only keeps lines to 45° increments.

Under it is the **ARC TOOL** - which draws individual concave or convex curve segments.

The **SPIRAL TOOL** - draws clockwise and counterclockwise spirals.

The **RECTANGULAR GRID TOOL** - draws rectangular grids.

⑧ **RECTANGLE TOOL (M)** - draws squares and rectangles. For all the shape tools hold Shift while drawing to create perfect squares and circles.

Under it is the **ROUNDED RECTANGLE TOOL** - draws squares and rectangles with rounded corners.

The **ELLIPSE TOOL (L)** - draws circles and ovals.

The **POLYGON TOOL** - draws regular, multi-sided shapes.

The **STAR TOOL** - draws stars and can be used for drawing triangles.

The **FLARE TOOL** - creates lensflare or solar-flare-like effects.

⑨ **PAINTBRUSH TOOL (B)** - draws freehand and calligraphic lines, as well as art, patterns, and bristle brush strokes on paths.

⑩ **PENCIL TOOL (N)** - draws and edits freehand lines.

Under it is the **SMOOTH TOOL** - smooths Bezier paths.

The **PATH ERASER TOOL** - erases paths and anchor points from the object.

## TOPIC: ILLUSTRATOR TOOLS



⑪ **BLOB BRUSH TOOL (SHIFT-B)** - draws paths that automatically expand and merge calligraphic brush paths that share the same color and are adjacent in stacking order.

⑫ **ERASER TOOL (SHIFT-E)** - erases any area of the object over which you drag.

Under it is the **SCISSORS TOOL (C)** - cuts paths at specified points.

The **KNIFE TOOL** - cuts objects and paths.

⑬ **ROTATE TOOL (R)** - rotates objects around a fixed point.

Under it is the **REFLECT TOOL (O)** - flips objects over a fixed axis.

⑭ **SCALE TOOL (S)** - resizes objects around a fixed point.

Under it is the **SHEAR TOOL** - skews objects around a fixed point.

The **RESHAPE TOOL** - adjusts selected anchor points while keeping the overall detail of the path intact.

⑮ **WIDTH TOOL (SHIFT+W)** - allows you to create a stroke with variable width.

Under it is the **WARP TOOL (SHIFT+R)** - molds objects with the movement of the cursor (like molding clay, for example).

**THE TWIRL TOOL** - creates swirling distortions within an object.

**THE PUCKER TOOL** - deflates an object by moving control points towards the cursor.

**THE BLOAT TOOL** - inflates an object by moving control points away from the cursor.

**THE SCALLOP TOOL** - adds random curved details to the outline of an object.

**THE CRYSTALLIZE TOOL** - adds random spiked details to the outline of an object.

**THE WRINKLE TOOL** - adds wrinkle like details to the outline of an object.

⑯ **FREE TRANSFORM TOOL (E)** - scales, rotates, or skews a selection.

⑰ **SHAPE BUILDER TOOL (SHIFT-M)** - merges simple shapes to create custom, complex shapes.

Under it is the **LIVE PAINT BUCKET TOOL (K)** - paints faces and edges of Live Paint groups with the current paint attributes.

The **LIVE PAINT SELECTION (SHIFT-L)** - tool selects faces and edges within Live Paint groups.

⑱ **PERSPECTIVE GRID TOOL (SHIFT-P)** - activates perspective grid.

Under it is the **PERSPECTIVE SELECTION TOOL (SHIFT-V)** - lets you bring objects and text in perspective, switch active planes, move objects in perspective, and move objects in perpendicular direction.

⑲ **MESH TOOL (U)** - creates and edits meshes and mesh envelopes.

⑳ **GRADIENT TOOL (G)** - adjusts the beginning and ending points and angle of gradients within objects, or applies a gradient to objects.

㉑ **EYEDROPPER TOOL (I)** - samples and applies color, type, and appearance attributes, including effects, from objects.

Under it is the **MEASURE TOOL** - measures the distance between two points.

㉒ **BLEND TOOL (W)** - creates a series of objects blended between the color and shape of multiple objects.

㉓ **SYMBOL SPRAYER TOOL (SHIFT+S)** - places multiple symbol instances as a set on the artboard.

Under it is the **SYMBOL SHIFTER TOOL** - moves symbol instances and change stacking order.

The **SYMBOL SCRUNCHER TOOL** - moves symbol instances closer together or farther apart.

The **SYMBOL SIZER TOOL** - resizes symbol instances.

The **SYMBOL SPINNER TOOL** - rotates symbol instances.

## TOPIC: ILLUSTRATOR TOOLS



The **SYMBOL STAINER TOOL** - colorizes symbol instances.

The **SYMBOL SCREENER TOOL** - applies opacity to symbol instances.

The **SYMBOL STYLER TOOL** - applies the selected style to symbol instances.

24 **COLUMN GRAPH TOOL (J)**- creates graphs that compare values using vertical columns.

Under it is the **STACKED COLUMN GRAPH TOOL** - creates graphs that are similar to column graphs, but stacks the columns on top of one another, instead of side by side. This graph type is useful for showing the relationship of parts to the total.

The **BAR GRAPH TOOL** - creates graphs that are similar to column graphs, but positions the bars horizontally instead of vertically.

The **STACKED BAR GRAPH TOOL** - creates graphs that are similar to stacked column graphs, but stacks the bars horizontally instead of vertically.

The **LINE GRAPH TOOL** - creates graphs that use points to represent one or more sets of values, with a different line joining the points in each set. This type of graph is often used to show the trend of one or more subjects over a period of time.

The **AREA GRAPH TOOL** - creates graphs that are similar to line graphs, but emphasizes totals as well as changes in values.

The **SCATTER GRAPH TOOL** - creates graphs that plot data points as paired sets of coordinates along the x and y axes. Scatter graphs are useful for identifying patterns or trends in data. They also can indicate whether variables affect one another.

The **PIE GRAPH TOOL** - creates circular graphs whose wedges represent the relative percentages of the values compared.

The **RADAR GRAPH TOOL** - creates graphs that compare sets of values at given points in time or in particular categories, and is displayed in a circular format. This type of graph is also called a web graph.

25 **ARTBOARD TOOL** - creates separate artboards for printing or export. It is also used for adjusting the page/document size of your artboard.

26 **SLICE TOOL (SHIFT-K)** - divides artwork into separate web images

Under it is the **SLICE SELECTION TOOL** - selects web slices.

27 **HAND TOOL (H)** - moves the Illustrator artboard within the illustration window.

Under it is the **PRINT TILING TOOL** - adjusts the page grid to control where artwork appears on the printed page.

28 **ZOOM TOOL (Z)** - increases and decreases the view magnification in the illustration window.

29 The currently selected **FILL COLOR**.

30 **SWAP FILL AND STROKE (SHIFT-X)** - switches/inverses the selected colors (Fill Color becomes Stroke Color and vice versa).

31 The currently selected **STROKE COLOR**.

32 **DEFAULT FILL AND STROKE (D)** - sets the fill to white and the stroke to black.

33 **COLOR/GRADIENT/NONE** - sets fill or stroke to either color, gradient, or none.

34 **DRAW NORMAL/DRAW BEHIND/DRAW INSIDE (SHIFT-D {TO SWITCH MODES})** -

35 **CHANGE SCREEN MODE (F)** - switches the Illustrator window between: Normal Screen Mode, Full Screen Mode with Menu Bar, and Full Screen Mode.