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Copy/Paste Objects

1. Select with Selection-Tool
2. Hold Alt-Key
3. Drag with Selection-Tool while still holding the Alt-Key
   (Additionally holding Shift will move straight or in 45/90/180 Degrees)

Align Objects

1. Draw Objects
2. Select all wanted objects
3. Choose Alignment or Distribution from the Control Panel or the Align-Panel
4. Drag with Selection-Tool
Rotate Objects around a point

1. Draw objects
2. Touch green graphic, choose Rotate Tool and click to set the rotation center (middle of the orange graphic)
3. Hold Alt and Shift and move graphic 10 Degrees (or any angle that fits into 360)
4. Duplicate last act by repeating ctrl + d
Curvature Tool

1. Choose Curvature Tool
   Click once to add an anchor point

2. Click again to see the preview curve
   Click again to add another anchor point
   Hold Alt when clicking to avoid curves
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Magic Wand Tool

1. Place Picture
2. Trace Image and Expand
3. Select Magic Wand Tool
   - Click on any color will select similar colors in the graphic > change color fill
4. Double click on tool icon shows settings
   - change tolerance
Clipping Masks #1
1. Place picture
2. Select and adjust size
3. Select Mask from the Control-Panel
4. Move corners of selected object

Clipping Masks #2
1. Place picture
2. Draw object
3. Select both
4. Right-click on objects and select Clipping-Mask or choose from the menu > Object > Clipping Mask (ctrl+7)

You can use the Direct-Selection-Tool to change and enhance the object form.
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Transparency Mask

1. Place picture and draw object
2. Fill object with white color and select both
3. Open Panel Window > Transparency
4. Add Mask using the button in the panel
5. Move corners of selected object

1. Try the same, but this time with a simple gradient (Window > Gradient)
2. Check your results
3. Undo results in the Transparency-Panel

You cannot use the Direct-Selection-Tool to change and enhance the object form
1. Draw object
2. Select Illustrator-Filter in menu > Effect > 3D > Extrude ... (change settings after checking preview)
3. Move, resize or color your object
4. To change the settings, open Window/Panel „Appearance“

This effect also works with Text.
1. Draw circle holding Shift-Key
2. Select left anchorpoint and hit del
3. Choose menu > Effect > 3D > Revolve
   Check preview box! Confirm OK
4. To change the settings again, open Window/Panel Appearance
5. To add a graphic to the surface of the ball, choose Map Art. The Symbol has to be prepared beforehand, and can be chosen from the Options-Window
6. Version with cut and grouped object in different colors
Filter and Effects
Photoshop

1. Draw object
2. Select Photoshop-Filter in menu > Effect > Blur > Gaussian Blur (change settings after checking preview)
3. Move, resize or color your object
4. To change the settings, open Window/Panel “Appearance”
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Envelopes from objects

1. Draw object and select it
2. Choose menu > Object > Envelope Distort > Make with Warp
3. Check preview, colorize and correct with the Direct-Selection-Tool

Envelopes from mesh grid

1. Draw object and select it
2. Choose menu > Object > Envelope Distort > Make with Mesh
3. Check Preview and hit OK
4. Colorize and correct with the Direct-Selection-Tool
5. Change settings or undo envelope with the help of the Options-Panel
6. Examples for the use while preparing patterns and swatches
Mesh Objects

1. Draw object and select it
2. Choose the **Mesh-Tool** and click a few times into your object at different places
3. Choose the **Direct-Selection-Tool** to change Anchor- and Fill-Color
4. Move Anchors, Paths, and Fills where you like them to be, resize object while holding **Shift** to maintain ratio
Outline Stroke

1. Draw object and add a stroke color and thickness
2. Menu > Object > Path > Outline Stroke
   turns strokes into shapes
3. Repeat process for more strokes and shapes
4. Ungroup and move single shapes out
Divide Objects below

1. Draw objects
2. Select top object
   Menu > Object > Path > Divide Objects below
3. Move single objects away

The top-object will vanish during the process
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Patterns

1. Draw objects
2. Move objects into the Swatch Window
   Double-click on Swatch
3. Change Tile Type in Patterns Options Window
4. Close pattern
5. Change Size of pattern with Transform Pattern without changing the object size
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Width Tool

1. Draw a path

2. Select the Width Tool
   Select the path and pull outside

3. Repeat the process

4. Save the new form in the Variable Width Profile menu
1. Draw two objects and move both over, or next to one another
2. Choose Shape Builder Tool and click on the artboard to the right
   While holding the mouse key, move the mouse over both objects
3. Releasing the key will provide you with a new united shape
1. Choose the Touch Type Tool and click to write
2. Choose the Touch Type Tool in the Tools Window
   Touch single letters
3. Move, turn, scale letters individually
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Area Type Options

1. In literary theory, a text is any object that can be “read,” whether this object is a work of literature, a street sign, an arrangement of buildings on a city block, or styles of clothing. It is a coherent set of signs that transmits some kind of informative message.[1] This set of symbols is considered in terms of the informative message’s content, rather than in terms of its physical form or the medium in which it is represented.

2. Menu > Type > Area Type Options ...
Choose Columns: Number: 2 to create text columns

3. Control result
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Type on a Path

1. Draw a line or an object
2. Remove the stroke and choose the **Type on a Path** tool, click on the stroke of your object and start to type

At the end and the beginning of the text, blue lines can be moved around and therefore the text can be moved to the side.

5. Moving the middle blue line over the path will change your text from one side to the other.
Live Paint Bucket

1. Draw a closed object
2. Draw lines
3. Color background
4. Color fields with Live Paint Bucket using swatches
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Blend Tool

1. Draw objects and color fillings
2. Inverse the colors to the strokes
3. Use Blend Tool by clicking on the first, then on the next stroke, and continue
4. Move and arrange objects with the Direct-Selection-Tool
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Save Files

1. **Menu > Save as...**
   Choose Folder and **File-Format**

2. Check if all **artboards** should be saved, when using pdf or other formats than *.ai

3. Check Illustrator-compatibility

4. Check PDF-compatibility with PDF/X and set **printer’s marks and bleed**
<table>
<thead>
<tr>
<th>Adobe Illustrator CC Advanced</th>
<th>Package files</th>
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<tbody>
<tr>
<td>1. Menu &gt; File &gt; Package...</td>
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<tr>
<td>2. Save file</td>
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<tr>
<td>3. Check location and details of packaging (packing fonts might violate terms of use)</td>
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</tbody>
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Symbols

1. Draw an object
   Move object into Symbols Window
2. Choose Symbol Sprayer Tool and spray the selected symbol on your artboard
3. Try different Symbol/Tools
4. This is an example of the Symbol Stainer Tool.
1. Draw objects that will represent the beginning and end of your zipper and add an object for the repeating parts. Make sure to align objects from left to right and draw an invisible bounding box in the background of each single object.

2. Drag objects into your swatches panel (one by one) to create pattern swatches.

3. Rename your pattern swatch by double clicking on them.

4. Open the brush panel and choose a new brush from the hamburger menu.

5. Make sure to choose the Pattern Brush.

6. Choose the pattern swatches for the right places (start, end, line), hit OK.

7. Open the brush panel, draw a line and apply the new brush.

8. Adjust the size by double-clicking on the brush.
Overprinting

1. Draw two objects, color them differently
2. Select both objects and open the Attributes panel and check box Overprint Fill
3. Check the Overprint Preview (View > Overprint Preview)
4. Decide if you wish to overprint black in full or at a certain percentage
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Graphs

1. Choose the Graph-Tool (right click to choose from a variety of different graphs)
2. Draw your graph (drag, holding left mouse)
3. Fill in figures into the Graph Data Window
4. Select parts with the Direct-Selection-Tool to change colors, strokes or typography
5. Try different graphs and content
6. Change size with the Scale-Tool

If the Graph Data Window is closed, you can reopen it, by right-clicking on your graph.