ADOBE ILLUSTRATOR

Welcome to In2-Training

Delegate Information

In-2 Training (UK) Ltd is a nationally authorised training and consultancy company with over 25 years experience of providing high quality training on a variety of platforms - Windows, Apple Macintosh. All our qualified Training Consultants have a high level of experience together with an in-depth working knowledge of each product they train on.

We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

About this Manual

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

Copyright
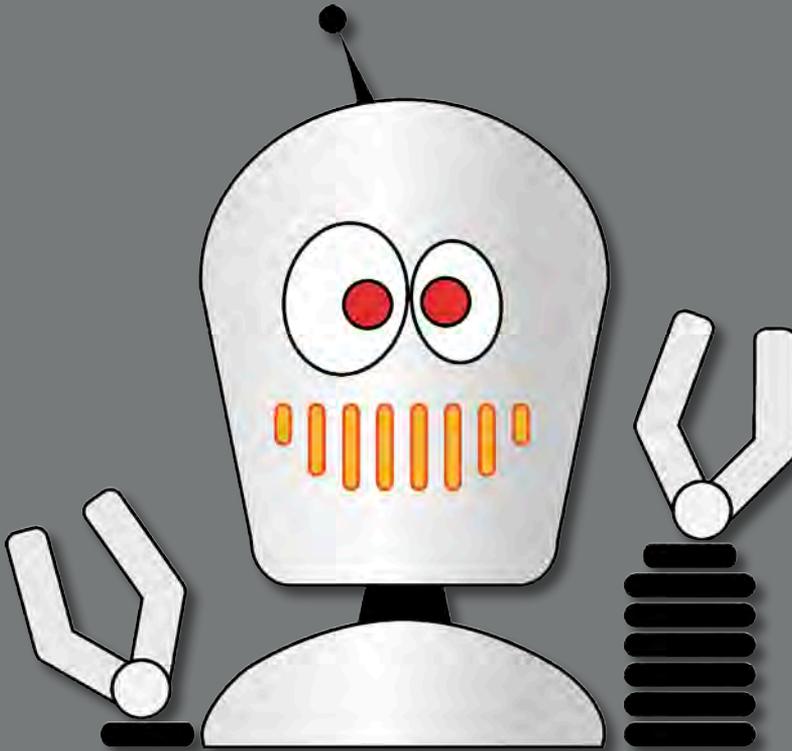
Selecting content in Adobe Illustrator is one of the more important things you'll do. In this lesson, you learn how to locate and select objects using the Selection tools; protect other objects by grouping, hiding, and locking them; align objects to each other and the artboard; and much more.

Getting started

When changing colors or size and adding effects or attributes, you must first select the object to which you are applying the changes. In this lesson, you will learn the fundamentals of using the selection tools. More advanced selection techniques using layers are discussed in Lesson 8, "Working with Layers."

1 To ensure that the tools and panels function exactly as described in this lesson, delete or deactivate (by renaming) the Adobe Illustrator CC preferences file. See "Restoring default preferences," on page 3.

2 Start Adobe Illustrator CC.

● **Note:** If you have not already downloaded the project files for this lesson to your computer from your Account page, make sure to do so now. See "Getting Started" at the beginning of the book.

3 Choose File > Open, and open the L2start.ai file in the Lesson02 folder, located in the Lessons folder on your hard disk. Choose View > Fit All In Window.
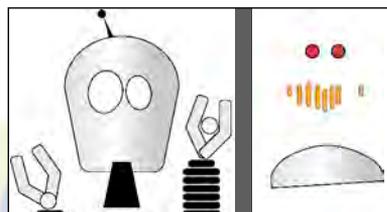
4 Choose Window > Workspace > Essentials, make sure it's selected, and then choose Window > Workspace > Reset Essentials to reset the workspace.

● **Note:** On Mac OS, you may need to choose Window > Arrange > Tile to maximize the size of the Document window after resetting the workspace.

Selecting objects

Whether you are creating artwork from scratch or editing existing artwork in Illustrator, you will need to become familiar with selecting objects. There are many methods and tools for doing this, and in this section, you will explore the main ones, including the Selection and Direct Selection tools.

Using the Selection tool

The Selection tool (▶) in the Tools panel lets you select, move, and resize entire objects. In this first section, you'll become familiar with the tool.

1 Select the Selection tool (▶) in the Tools panel, if it's not already selected. Move the pointer over different shapes on the artboards, without clicking.

The icon that appears as you pass over objects (▶▪) indicates that there is an object that can be selected under the pointer. When you hover over an object, that object is also outlined in blue, by default.

2 Select the Zoom tool (🔍) in the Tools panel, and drag a marquee around the two red circles on the artboard on the right, to zoom in.

3 Select the Selection tool, and then position the pointer over the edge of the red circle on the left. A word such as "path" or "anchor" may appear, because Smart Guides are turned on, by default.

Smart Guides are snap-to guides that help you align, edit, and transform objects or artboards. To learn more about Smart Guides, check out Lesson 3, "Creating and Editing Shapes."

4 Click the red circle on the left on its edge, or anywhere in its center, to select it. A bounding box with eight handles appears.
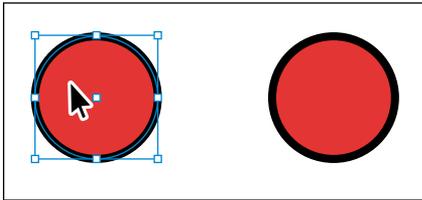
The bounding box is used when making changes to objects, such as resizing or rotating them. The bounding box also indicates that an item is selected and ready to be modified, and the color of the bounding box indicates which layer the object is on. Layers are discussed more in Lesson 8, "Working with Layers."

5 Using the Selection tool, click the red circle on the right. Notice that the left red circle is now deselected and only the right circle is selected.

6 Hold down the Shift key, and click the left red circle to add it to the selection. Both red circles are now selected, and a larger bounding box surrounds them.

● **Note:** To select an item without a fill, you can click the stroke (the edge), or drag a selection marquee across the object.
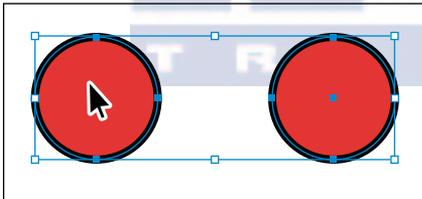
7 Reposition the circles anywhere in the document by clicking inside either selected circle (in the red area) and dragging in one motion. Because both circles are selected, they move together.

As you drag, you may notice the green lines that appear. These are called *alignment guides* and are visible because Smart Guides are turned on (View > Smart Guides). As you drag, the objects are aligned to other objects on the artboard. Also notice the measurement label (gray box) next to the pointer that shows the object's distance from its original position. Measurement labels also appear because Smart Guides are turned on.

8 Deselect the circles by clicking the artboard where there are no objects or by choosing Select > Deselect.

9 Revert to the last saved version of the document by choosing File > Revert. In the Revert dialog box, click Revert.
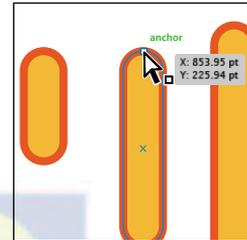
Using the Direct Selection tool

The Direct Selection tool (⟦⟧) selects anchor points or path segments within an object so that it can be reshaped. Next, you will become familiar with selecting anchor points and path segments, using the Direct Selection tool.

1 Choose View > Fit All In Window.

2 Select the Zoom tool (🔍) in the Tools panel, and drag a marquee around the series of orange shapes below the red circles you selected previously, to zoom in.

3 Select the Direct Selection tool (⟦⟧) in the Tools panel. Without clicking, position the pointer over the top edge of one of the orange shapes. Move the pointer along the top edge of the shape until the word "anchor" appears by the pointer.

> **Tip:** You can also click in the middle of a shape to select it and to see the anchor points around its edge. This can be an easy way to see where the points are, and then you can click a point to select it.

When the Direct Selection tool is over an anchor point of a path or object, the word "anchor" appears. This label is showing because Smart Guides are turned on. Also notice the small dot that appears in the center of the box to the right of the pointer. That dot indicates that the cursor is positioned over an anchor point.
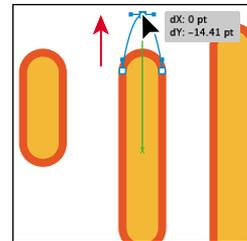
4 Click to select that anchor point.

Notice that only the anchor point you selected is solid, indicating that it is selected, and the other points in the shape are hollow, indicating that they are not selected.
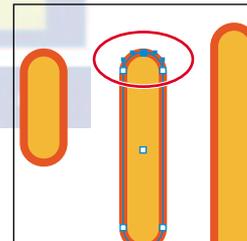
Also notice the small blue direction lines extending from the selected anchor point. At the end of the direction lines are direction points. The angle and length of the direction lines determine the shape and size of the curved segments. Moving the direction points can reshape the path.

> **Note:** The gray measurement label that appears as you drag the anchor point has the values dX and dY. *dX* indicates the distance that the pointer has moved along the x axis (horizontal), and *dY* indicates the distance that the pointer has moved along the y axis (vertical).

5 With the Direct Selection tool still selected, drag the individual point up to edit the shape of the object.

6 Try clicking another point on the edge of the shape, and notice that the previous point is deselected.

7 Revert to the last saved version of the file by choosing File > Revert. In the Revert dialog box, click Revert.

Exploring selection and anchor point preferences

Choose Edit > Preferences > Selection & Anchor Display (Windows) or Illustrator > Preferences > Selection & Anchor Display (Mac OS). You can change the size of anchor points (called *anchors* in the dialog box) or the display of the direction lines (called *handles* in the dialog box).

As you move the pointer over anchor points in your artwork, they are highlighted. You can also turn off the highlighting of anchor points as the pointer hovers over them. Highlighting anchor points makes it easier to determine which point you are about to select. You will learn more about anchor points and anchor point handles in Lesson 5, "Drawing with the Pen and Pencil Tools."
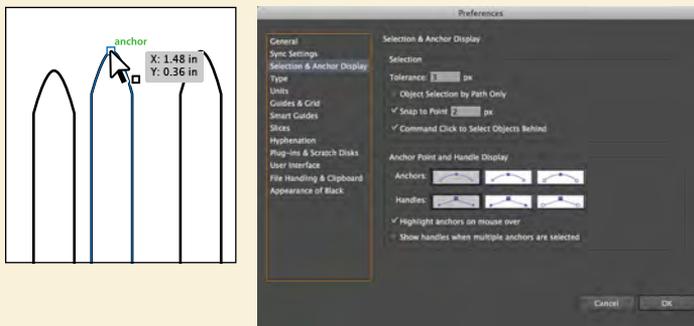
Creating selections with a marquee

Another way to make a selection is by dragging a marquee around the objects that you want to select, which is what you'll do next.

1   Choose View > Fit All In Window.

2   Select the Zoom tool (🔍) in the Tools panel, and click several times in the center of the artboard on the right, to zoom in to the red circles.

3   Select the Selection tool (▶) in the Tools panel. Position the pointer above and to the left of the leftmost red circle, and then drag downward and to the right to create a marquee that overlaps just the tops of the circles.

▶ **Tip:** When dragging with the Selection tool, you only need to encompass a small part of an object to include it in the selection.
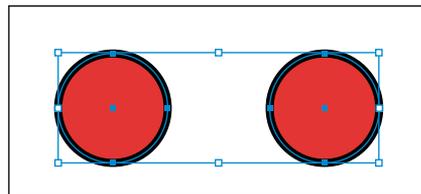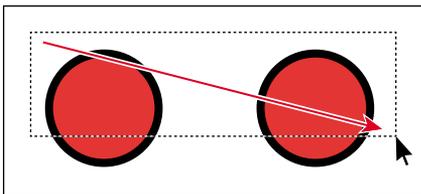
4   Choose Select > Deselect, or click where there are no objects.

5 Press the spacebar and drag the artboard up so that you can see the orange shapes beneath the red circles, if necessary.

Now, you will use the Direct Selection tool to select anchor points in multiple objects by dragging a marquee around those points.

6 Select the Direct Selection tool (⬙) in the Tools panel. Click and drag from outside the top of one of the orange shapes below the red circles, across the top edges of two of the shapes. Only the top anchor points become selected.

7 Click one of the selected anchor points, and drag to see how the anchor points reposition together. You can use this method when selecting points so that you don't have to click exactly on the anchor point that you want to select.

● **Note:** Selecting points using this method might take some practice. You'll need to drag across only the points you want selected; otherwise, more will be selected. You can always click away from the objects to deselect them and then try again.
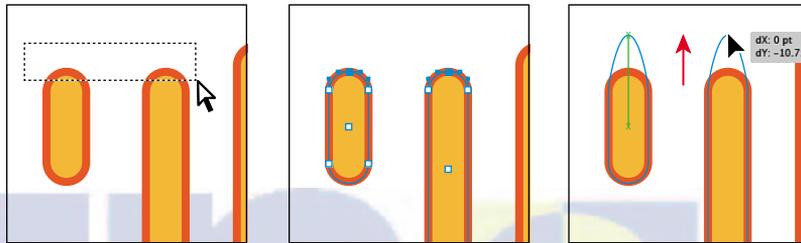
Drag to select.　　　　See the points selected.　　　　Drag the points.

8 Revert to the last saved version of the file by choosing File > Revert. In the Revert dialog box, click Revert.

Creating selections with the Magic Wand tool

You can use the Magic Wand tool (🪄) to select all objects in a document that have the same attributes, like color fill. You can customize the Magic Wand tool to select objects based on options, like stroke weight, stroke color, and more, by double-clicking the Magic Wand tool in the Tools panel. You can also change the tolerances (range) used to identify similar objects.

1 Select the Selection tool (▶) and click in a blank area of the smaller artboard on the right. This makes that artboard the active artboard. Choose View > Fit Artboard In Window.

2 Select the Magic Wand tool (🪄) in the Tools panel. Click one of the red circles on the right artboard, and notice that the other red circle becomes selected, as well. No bounding box (a box surrounding the two shapes) appears, because the Magic Wand tool is still selected.