**Illustrator Basics Notes**

1. Toggling the darkness/lightness for the application frame
   1. Edit -> Preferences -> User Interface
2. Tools panel location
   1. Typically in the left hand corner of the application frame
3. Little white arrows in the lower right hand corner indicates that the tool can expand into more tools, which typically have similar categories in how they function.
4. Shortcut keys
   1. Hover over a tool. It will give you the tool name and the shortcut key in parenthesis next to it in brackets, i.e. Selection (V)
5. Undocking a tool from the tool panel
   1. Open up all the tools available underneath the tool and click on the small arrow on the panel to the right.
6. Fill and Stroke
   1. Located towards the bottom of the tools panel
   2. The solid square fills the object entirely with the color selected within it
   3. The stroke box adds a stroke to the object based on the color in it.
   4. The Swap Fill and Stroke button swaps the colors from the fill and stroke. It is a small arrow in the upper right hand corner over the Fill and Stroke area.
   5. When using the selection tool and selecting an object, you can change the fill color and stroke color in the control panel near the left hand side. When you select one a swatches panel will drop down which allows you to edit and select the desired color.
   6. You can adjust the stroke size within the control panel, as well as the Variable Width of the line, the Brush Definition and the opacity.
      1. Opacity is the opposite of translucence. When you turn down the opacity, you make the object more translucent.
7. Selection Tool
   1. Selects objects
   2. To deselect, click anywhere on the artboard or pasteboard that there is not an object.
8. Undo
   1. Edit -> Undo
   2. Ctrl + Z shortcut. Much easier.
9. Make control panel visible
   1. Select Window -> Control
10. Text tool
    1. Options available along control panel: fill, stroke, stroke size, opacity, character, font style, font size, alignment
11. Panels
    1. Click on the panel to make it visible
    2. If needing to add a new panel, go to Window and select the appropriate panel.
12. Artboard
    1. The “canvas” that designs are created upon.
    2. The white area is the artboard
    3. The grey area is called the pasteboard
13. Document docking
    1. Tabs located at the top underneath the control panel
    2. Can toggle through multiple documents