**Navigating a Document Effectively in Illustrator, Text and Shapes**  
**Zoom Options** *Zoom option 1*  
1) Select the Zoom Tool in the Tools panel  
2) Click the area you would like to Zoom with your mouse  
3) Hold down Alt and click with your mouse to zoom backwards.  
*Zoom option 2*  
1) With your Zoom tool selected, click and hold down with your mouse drag out a box and zoom directly into that area.   
2) Press Ctrl + 0 (zero) to snap your artboard back to full view.  
*Zoom option 3*1) Go to view -> zoom in or zoom out.  
2) There are various other options within the menu View.   
 - Fit Artboard in Window: Fits selected artboard into the frame of the workspace.  
 - Fit All in Window: Fits all artboards into the frame of the workspace.  
 - Actual size: Previews the actual size of the document.  
  
**Hand Tool**  
1) Select the hand tool from the Tool panel  
2) Click with your mouse and drag your document around  
3) With most any tool selected, hold down ‘H’ on your keyboard and it will jump you back to the Hand tool.

**Adding Text**  
 Note: There are two types of type. Point type and area type. Point type is created by clicking anywhere in the document with the type tool. Area type defines a box that type will flow into. I typically do not ever use Point type.  
1) Select the Type tool.  
2) Click once on the upper left object to create a point type object.  
3) Deselect by holding down Ctrl and clicking on the pasteboard.  
4) Next, click and drag out a text box to create an area of type in the lower left hand shape object.  
5) Highlight all of the text and change the font.  
 - This can be done in the control panel or in the Character panel (Window -> Type -> Character)  
6) Adjust the font size.  
 - This can be done in the control panel or the Character panel.  
7) In the Character panel, adjust the kerning, leading and tracking of either type.   
 - Kerning: This is the adjustment of space in between letters.  
 - Tracking: This is the adjustment of space on a single line of text.  
 - Leading: This is the adjustment of space between multiple lines of text.  
  
**Making a Shape**  
Note: The following section allows you to build your own unique shapes using the tools and vocabulary from the section below.  
1) Select the Polygon tool and click on the artboard or pasteboard.  
2) Add the radius and the sides you would like featured.  
3) Make shapes to compose an image.  
 - Shape Tools – Ellipse, rectangle, rounded rectangle, star and polygon.  
 - You can keep the constraints of a shape consistent if you hold down shift while you are manipulating it.   
 - With shape tools, single click on the artboard or paste board to bring up a panel specific to the tool.  
 - Live Corners adjust the shape or roundness of the corners.  
 - Anchor Points are points that make up shapes and objects. Can be adjusted individually using the direct selection tool.  
 - Anchor point handles can create curvatures to the lines composed of anchor points.