ADOBE PHOTOSHOP

➢ ***Is a graphic editor developed and published by adobe systems***. It is the current market leader for commercial bitmap and image manipulation. And it is the flagship product of adobe. First released in 1987.

THOMAS KNOLL

✓ Made the Photoshop
✓ First made to display grayscale images.
✓ First called ***DISPLAY*** then ***IMAGE PRO***.

JOHN KNOLL

✓ Persuade to turn DISPLAY to an image editing software.

ADOBE PHOTOSHOP ENVIRONMENT

1. **MENU BAR** – contains the following menu for performing tasks and all the functions available in PHOTOSHOP.
2. **OPTIONS BAR** **–** provides options for using a tool. This is context-sensitive and changes as different tools are selected. This can be moved anywhere in the work area, and docked at the top or bottom of the screen.
3. **TOOLS –** holds tool for creating and editing images. When creating or editing images, select a tool by clicking its icon in the toolbox.
4. **STATUS BAR –** shows the size of the canvas or image, the total is currently working, and the actions of the selected tool. It is located at the bottom part of the window.
5. **PANELS –** Help you monitor and modify images. By default, panels appear stacked together in groups.
6. **CANVAS –** It is the main window where editing, altering, changing and other picture modifications are done.

70 PHOTOSHOP TOOLS

- **MOVE AND SELECTION TOOLS**

Move Tool * (V)

The Move Tool is used to move layers, selections and guides within a Photoshop document. Enable "Auto-Select" to automatically select the layer or group you click on.

Artboard Tool (V)

The Artboard Tool allows you to easily design multiple web or UX (user experience) layouts for different devices or screen sizes.

Rectangular Marquee Tool * (M)

The Rectangular Marquee Tool draws rectangular selection outlines. Press and hold Shift as you drag to draw a square selection.
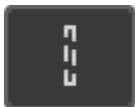

Elliptical Marquee Tool (M)

The Elliptical Marquee Tool draws elliptical selection outlines. Press and hold Shift to draw a selection in a perfect circle.

Single Row Marquee Tool

The Single Row Marquee Tool in Photoshop selects a single row of pixels in the image from left to right.

Single Column Marquee Tool

Use the Single Column Marquee Tool to select a single column of pixels from top to bottom.

Lasso Tool * (L)

With the Lasso Tool, you can draw a freeform selection outline around an object.

Polygonal Lasso Tool (L)

Click around an object with the Polygonal Lasso Tool to surround it with a polygonal, straight-edged selection outline.

Magnetic Lasso Tool (L)

The Magnetic Lasso Tool snaps the selection outline to the edges of the object as you move your mouse cursor around it.

Object Selection Tool * (W)

The Object Selection Tool lets you select an object just by dragging a rough selection outline around it.

Quick Selection Tool (W)

The Quick Selection Tool lets you easily select an object simply by painting over it with a brush. Enable "Auto-Enhance" in the Options Bar for better quality selections.

Magic Wand Tool (W)

Photoshop's Magic Wand Tool selects areas of similar color with a single click. The "Tolerance" value in the Options Bar sets the range of colors that will be selected.

- ## CROP AND SLICE TOOLS

Crop Tool * (C)

Use the Crop Tool in Photoshop to crop an image and remove unwanted areas. Uncheck "Delete Cropped Pixels" in the Options Bar to crop an image non-destructively.

Perspective Crop Tool (C)

Use the Perspective Crop Tool to both crop an image and fix common distortion or perspective problems.

Slice Tool (C)

The Slice Tool divides an image or layout into smaller sections (slices) which can be exported and optimized separately.

Slice Select Tool (C)

Use the Slice Select Tool to select individual slices created with the Slice Tool.

Frame Tool * (K)

New as of Photoshop CC 2019, the <u>Frame Tool</u> lets you place images into rectangular or elliptical shapes.

- ## <u>MEASUREMENT TOOLS</u>

Eyedropper Tool * (I)

Photoshop's Eyedropper Tool samples colors in an image. Increase "Sample Size" in the Options Bar for a better representation of the sampled area's color.

3D Material Eyedropper Tool (I)

Use the 3D Material Eyedropper Tool to sample material from a 3D model in Photoshop.

Color Sampler Tool (I)

The Color Sampler Tool displays color values for the selected (sampled) area in an image. Up to four areas can be sampled at a time. View the color information in Photoshop's Info panel.

Ruler Tool (I)

The Ruler Tool measures distances, locations and angles. Great for positioning images and elements exactly where you want them.

Note Tool (I)

The Note Tool allows you to attach text-based notes to your Photoshop document, either for yourself or for others working on the same project. Notes are saved as part of the .PSD file.

Count Tool (I)

Use the Count Tool to manually count the number of objects in an image, or to have Photoshop automatically count multiple selected areas in the image.

- ## **RETOUCHING AND PAINTING TOOLS**

Spot Healing Brush Tool * (J)

The Spot Healing Brush in Photoshop quickly removes blemishes and other minor problem areas in an image. Use a brush size slightly larger than the blemish for best results.

Healing Brush Tool (J)

The Healing Brush lets you repair larger problem areas in an image by painting over them. Hold Alt (Win) / Option (Mac) and click to sample good texture, then paint over the problem area to repair it.

Patch Tool (J)

With the Patch Tool, draw a freeform selection outline around a problem area. Then repair it by dragging the selection outline over an area of good texture.

Content-Aware Move Tool (J)

Use the Content-Aware Move Tool to select and move part of an image to a different area. Photoshop automatically fills in the hole in the original spot using elements from the surrounding areas.

Red Eye Tool (J)

The Red Eye Tool removes common red eye problems in a photo resulting from camera flash.

Brush Tool * (B)

The Brush Tool is Photoshop's primary painting tool. Use it to paint brush strokes on a layer or on a layer mask.

Pencil Tool (B)

The Pencil Tool is another of Photoshop's painting tools. But while the Brush Tool can paint soft-edge brush strokes, the Pencil Tool always paints with hard edges.

Color Replacement Tool (B)

Use the Color Replacement Tool in Photoshop to easily replace the color of an object with a different color.

Mixer Brush Tool (B)

Unlike the standard Brush Tool, the Mixer Brush in Photoshop can simulate elements of real painting such as mixing and combining colors, and paint wetness.

Clone Stamp Tool * (S)

The Clone Stamp Tool is the most basic of Photoshop's retouching tools. It samples pixels from one area of the image and paints them over pixels in another area.

Pattern Stamp Tool (S)

Use the Pattern Stamp Tool to paint a pattern over the image.

History Brush Tool * (Y)

The History Brush Tool paints a snapshot from an earlier step (history state) into the current version of the image. Choose the previous state from the History panel.

Art History Brush Tool (Y)

The Art History Brush also paints a snapshot from an earlier history state into the image, but does so using stylized brush strokes.

Eraser Tool * (E)

The Eraser Tool in Photoshop permanently erases pixels on a layer. It can also be used to paint in a previous history state.

Background Eraser Tool (E)

The Background Eraser Tool erases areas of similar color in an image by painting over them.

Magic Eraser Tool (E)

The Magic Eraser Tool is similar to the Magic Wand Tool in that it selects areas of similar color with a single click. But the Magic Eraser Tool then permanently deletes those areas.

Gradient Tool * (G)

Photoshop's Gradient Tool draws gradual blends between multiple colors. The Gradient Editor lets you create and customize your own gradients.

Paint Bucket Tool (G)

The Paint Bucket Tool fills an area of similar color with your Foreground color or a pattern. The "Tolerance" value determines the range of colors that will be affected around the area where you clicked.

3D Material Drop Tool (G)

Used in 3D modeling, the 3D Material Drop Tool lets you sample a material from one area and then drop it into another area of your model, mesh or 3D layer.

Blur Tool *

The Blur Tool blurs and softens areas you paint over with the tool.

Sharpen Tool

The Sharpen Tool sharpens areas you paint over.
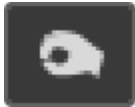

Smudge Tool

The Smudge Tool in Photoshop smudges and smears the areas you paint over. It can also be used to create a finger painting effect.

Dodge Tool * (O)

Paint over areas in the image with the Dodge Tool to lighten them.

Burn Tool (O)

The Burn Tool will darken the areas you paint over.

Sponge Tool (O)

Paint over areas with the Sponge Tool to increase or decrease color saturation.

- ## DRAWING AND TYPE TOOLS

Pen Tool * (P)

Photoshop's Pen Tool allows you to draw extremely precise paths, vector shapes or selections.

Freeform Pen Tool (P)

The Freeform Pen Tool allows you to draw freehand paths or shapes. Anchor points are automatically added to the path as you draw.

Curvature Pen Tool (P)

The Curvature Pen Tool is an easier, simplified version of the Pen Tool. New as of Photoshop CC 2018.

Add Anchor Point Tool

Use the Add Anchor Point Tool to add additional anchor points along a path.

Delete Anchor Point Tool

Click on an existing anchor point along a path with the Delete Anchor Point Tool to remove the point.

Convert Point Tool

On a path, click on a smooth anchor point with the Convert Point Tool to convert it to a corner point. Click a corner point to convert it to a smooth point.

Horizontal Type Tool * (T)

Known simply as the Type Tool in Photoshop, use the Horizontal Type Tool to add standard type to your document.

Vertical Type Tool (T)

The Vertical Type Tool adds type vertically from top to bottom.

Vertical Type Mask Tool (T)

Rather than adding editable text to your document, the Vertical Type Mask Tool creates a selection outline in the shape of vertical type.

Horizontal Type Mask Tool (T)

Like the Vertical Mask Type Tool, the Horizontal Type Mask Tool creates a selection outline in the shape of type. However, the type is added horizontally rather than vertically.

Path Selection Tool * (A)

Use the Path Selection Tool (the black arrow) in Photoshop to select and move an entire path at once.

Direct Selection Tool (A)

Use the Direct Selection Tool (the white arrow) to select and move an individual path segment, anchor point or direction handle.

Rectangle Tool * (U)

The Rectangle Tool draws rectangular vector shapes, paths or pixel shapes. Press and hold Shift as you drag to force the shape into a perfect square.

Rounded Rectangle Tool (U)

The Rounded Rectangle Tool is similar to the standard Rectangle Tool but draws the shapes with rounded corners. Press and hold Shift to draw a square with rounded corners.

Ellipse Tool (U)

The Ellipse Tool draws elliptical vector shapes, paths or pixel shapes. Press and hold Shift as you drag to draw a perfect circle.

Triangle Tool (U)

The Triangle Tool, new in Photoshop CC 2021, draws triangle shapes. Hold Shift to draw an equilateral triangle, or use the Radius option to round the corners.

Polygon Tool (U)

The Polygon Tool, updated in Photoshop CC 2021, draws polygonal shapes with any number of sides. Use the Star Ratio option to turn polygons into stars.

Line Tool (U)

The Line Tool, updated in Photoshop CC 2021, draws straight lines or arrows. Use the Stroke color and weight to control the appearance of the line.

Custom Shape Tool (U)

Photoshop's Custom Shape Tool lets you select and draw custom shapes. Choose from Photoshop's built-in custom shapes or create your own.

- ## NAVIGATION TOOLS

Hand Tool * (H)

The Hand Tool lets us click and drag an image around on the screen to view different areas when zoomed in.

Rotate View Tool (R)

Use the Rotate View Tool in Photoshop to rotate the canvas so you can view and edit the image from different angles.

Zoom Tool * (Z)

Click on the image with the Zoom Tool to zoom in on a specific area. Press and hold Alt (Win) / Option (Mac) and click with the Zoom Tool to zoom out.

ADOBE ILLUSTRATOR

> ➤ ***A design program that you can use to create and edit artwork*** for print, web or mobile devices and videos.'
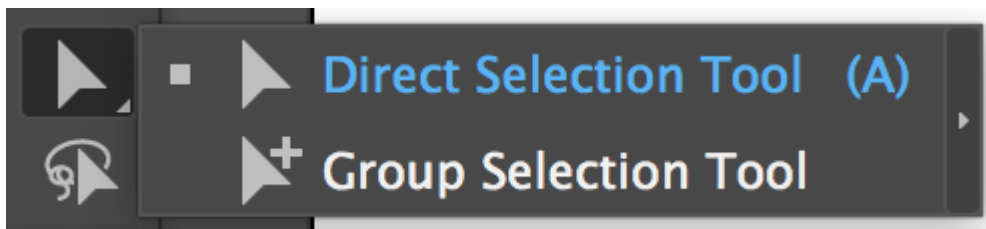
✓ Originally designed for the **Apple Macintosh**, development of Adobe Illustrator began in 1985.

SELECTION TOOL (V)

The selection tool is the black arrow icon that you use all the time. It functions as a typical cursor, allowing you to select, click and drag objects and text around your screen.

DIRECT SELECTION TOOL (A)

The direct selection tool allows you to individually select and edit specific anchor points of vector shapes or lines.

Where the regular selection tool would select the entire shape, the Direct Selection Tool enables you to edit one angle, side, point or curve at a time.

- GROUP SELECTION TOOL

This tool allows you to easily select a specific object within a group in order to move, edit, or resize it individually.

I actually didn't even realize this was a real tool until today, but I'm super glad it exists because this will save me a lot of time and eliminate the need for a million double clicks (which accomplishes the same thing but takes a lot longer)!

MAGIC WAND TOOL (Y)

This tool allows you to click on a single object in order to automatically select everything in your workspace with that same fill color.

This would come in handy if you ever needed to adjust the same color on a bajillion different shapes. By using the magic wand tool you only have to click once to do so, instead of clicking on every object individually!

LASSO TOOL (Q)

The lasso tool works similarly to the Direct Selection Tool in that it allows you to select individual anchor points within a shape or object. However, the Lasso Tool allows you to draw around an area of points you want selected so that you're able to easily select several at a time.

✏ Pen Tool		(P)
✚✏ Add Anchor Point Tool		(+)
➖✏ Delete Anchor Point Tool		(–)
⌐ Anchor Point Tool		(Shift+C)
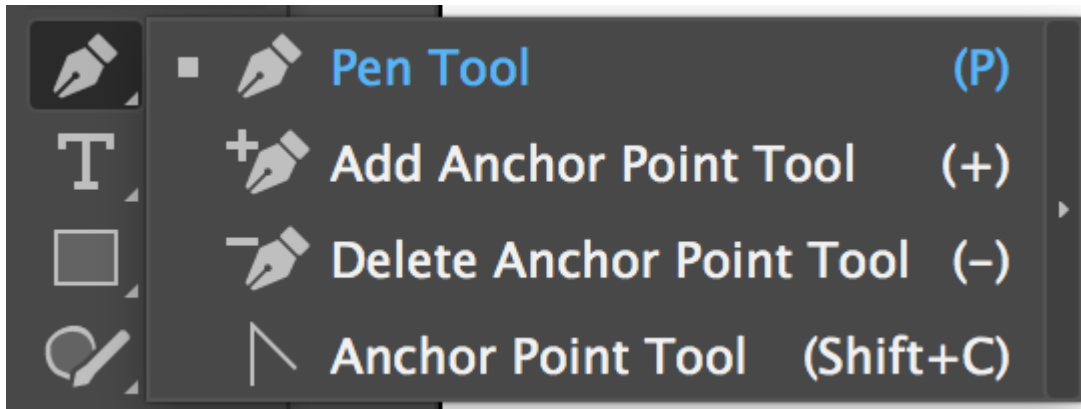
PEN TOOL (P)

The pen tool is probably the most important tool of the entire program. This Illustrator tool allows you to click in your workspace to create anchor points. By clicking and dragging these anchor points, you can maneuver their "handles", which give your paths curvature and shape. By connecting several anchor points with this tool, you can create unique, hand drawn vector shapes.

This tool takes some practice, but once you have it down, you will be able to draw freaking awesome vector illustrations. I use the pen tool every single time I open Illustrator, so if there is any tool to master, it's definitely this one!

- ADD ANCHOR POINT TOOL (+)

The add actor point tool allows you to click in the middle of an existing path to add an extra anchor point to your shape or line.

You would use this tool if you needed to add an extra curve or angle to your shape, without having to fully redraw it. Once you've added the new anchor point to your path, use the direct selection tool and/or the anchor point tool to manipulate it into the curve or angle you want to create.

- DELETE ANCHOR POINT TOOL (-)

The delete anchor point tool deletes anchor points from paths (pretty self-explanatory, I know).

- ANCHOR POINT TOOL

This tool allows you to add or maneuver handles of existing anchor points in order to add curvature to shapes you've already created.

CURVATURE TOOL (SHIFT+)

The curvature tool is another great way to create vector shapes, especially if your shape has mostly curved edges.

It's harder to have perfect control over your curves using this tool than is with the pen tool, BUT the curves of this tool are also more perfectly round than the curves you would create using the pen tool. I suggest using this tool in combination with the pen tool to create the perfect shape – best of both worlds!
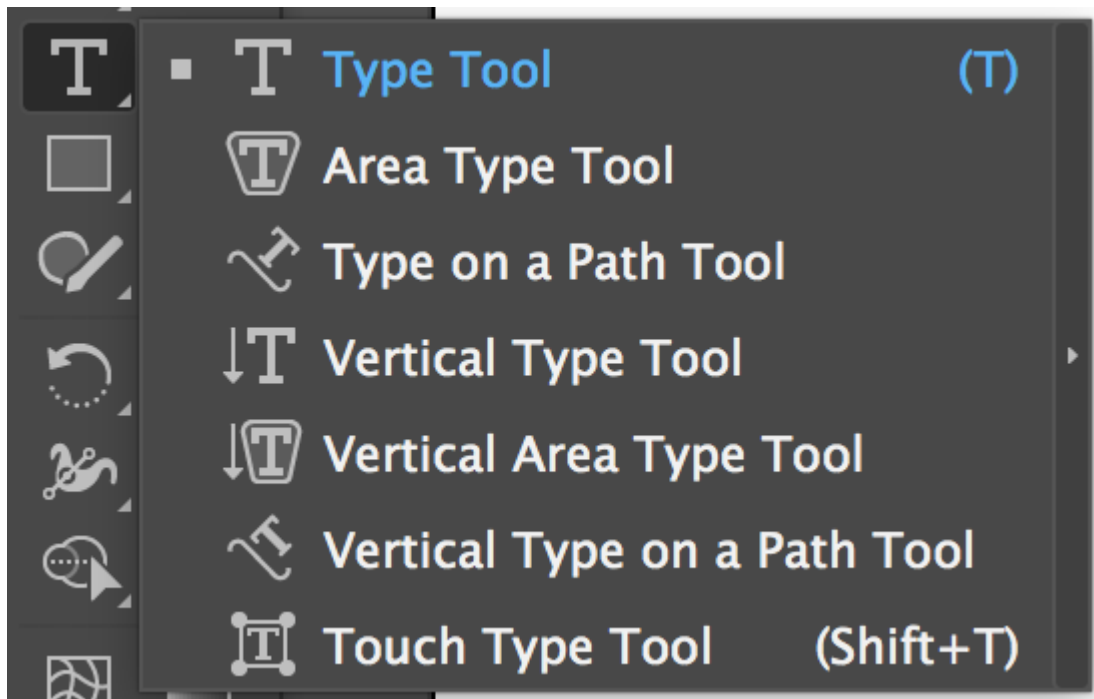
TYPE TOOL (T)

This tool allows you to add text to your Illustrator document.

To use this tool, either click on your artboard and begin typing – which allows you to type without any boundaries; or you can click and drag to create a text box and THEN begin typing – which will restrict your text to stay within that text box.

- AREA TYPE TOOL

The area type tool allows you to convert an existing shape into a text box and type within it.

- TYPE ON A PATH TOOL

This tool allows you to use an existing line or shape as a path to type on.

- VERTICAL TYPE TOOL

The vertical type tool allows you to type your text vertically instead of horizontally.

### - VERTICAL AREA TYPE TOOL

This is exactly like the area type tool, but this tool allows you to type vertically instead of horizontally.

- VERTICAL TYPE ON A PATH TOOL

This tool is exactly like the type on a path tool, but allows you to type vertically instead of horizontally.

- TOUCH TYPE TOOL

This it allows you to select individual letters of existing text and move them around.
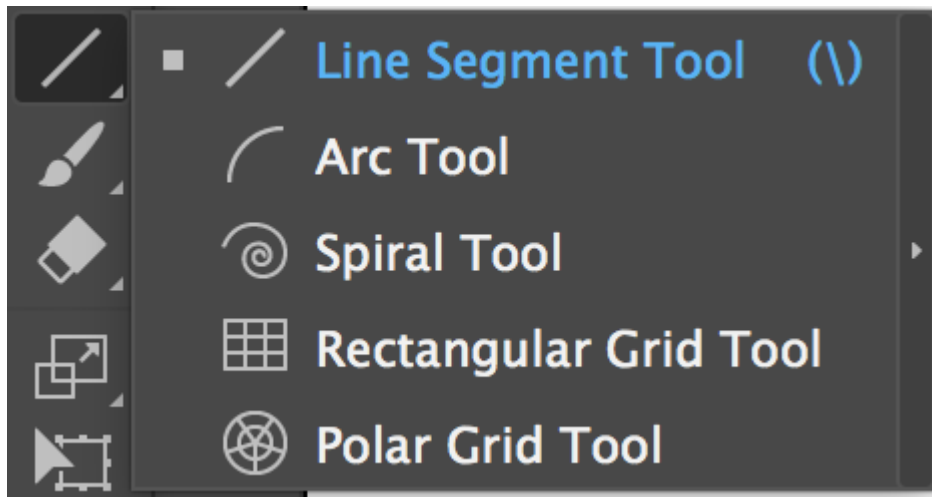
LINE SEGMENT TOOL (\)

This tool does exactly what you think it does – draws lines! Unlike the pen tool however, you cannot make connected lines, only individual ones.

For this tool and the ones nested under it, you can either click and drag to create your lines, or you can click one single time on the artboard and specify it's dimensions first. If you hold down the shift key you can create a line at a 0, 45, or 90 degree angles.

- ARCH TOOL

This tool makes arches – imagine that! However, I personally don't find it the easiest to control and would recommend using the curvature tool instead – but try them both out and see which you prefer!

- SPIRAL TOOL

Another obvious one – this tool makes spirals! This is actually a super fun tool, however I don't know that I've actually ever used it for a real project before. But if you can find a practical use for this – kudos!

- RECTANGULAR GRID TOOL

This tool is actually be super helpful because it allows you to create create tables or anything else you'd need a grid with rows and columns for.

Once the tool is selected, you can click one time on your artboard, which will bring up a window where you can specify the size and amount of rows and columns you want. Hit okay and your grid will appear!

- POLAR GRID TOOL

This tool makes a polar grid, which apparently is a circular target looking thing, with perpendicular lines that meet in the middle. I have no idea what you would ever use this for, but it's there if you need it I guess?!
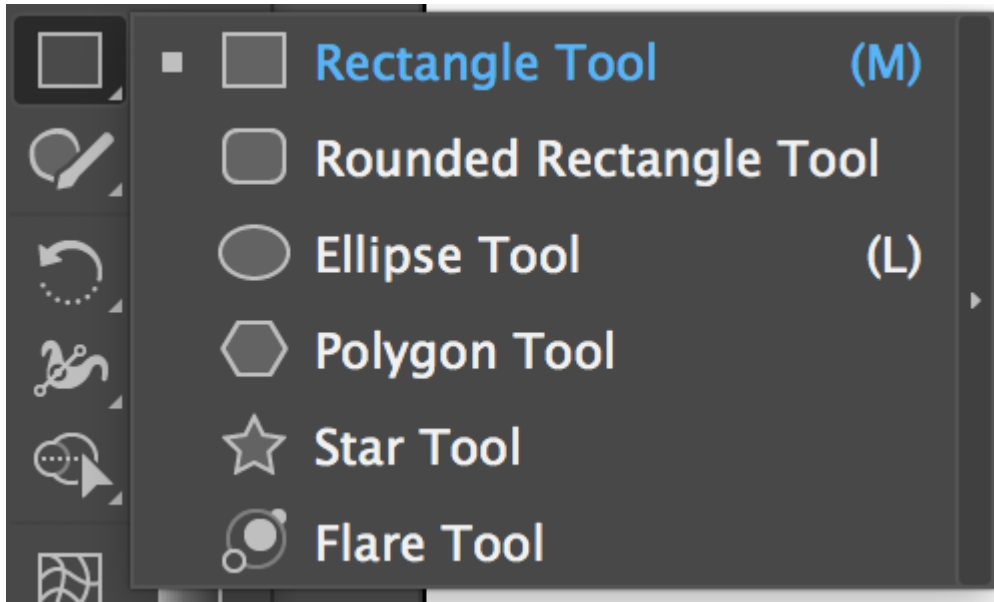
RECTANGLE TOOL (M)

This tool makes squares and rectangles.

If you want a perfect square you can hold down the shift key as you click and drag. Otherwise just click and drag normally to make a rectangle. If you need your shape to be an exact size, just click one time and specify the size you want your shape to be in the box that will pop up.

- ROUNDED RECTANGLE TOOL

This tool works exactly the same as the rectangle tool, but the corners are rounded instead of squared.

If you want to adjust the roundness of the corners, use the direct selection tool and click and drag on the little circular points that show up on the insides part of the corners and adjust them accordingly.

- ELLIPSE TOOL (L)

Fun fact: an ellipse is a circle. So any time you want a circle or an oval, this is the tool you'll need.

To create a circle, hold down the shift key. If you want an oval, just click and drag. Like the rectangle tool(s), if you want a specific sized circle, just click once on the artboard and adjust your settings accordingly.

- POLYGON TOOL

The polygon tool makes any number of sided shapes – from triangles to hexagons to octagons and beyond.

With the tool selected, all you need to do is click once on your artboard and define how many sides you want your shape to have.

- STAR TOOL

This tool obviously makes stars. With this tool, you can choose how many points you want your star to have, as well as how far in the inner points go towards the center.

The star tool is super fun to play around with, given how many different variations you can come up with. Again, just click in your workspace with the tool selected to define the number of points you want your star to have, as well as the distance you want between them.

-FLARE TOOL

This is another random tool that I have never actually used and I don't totally understand who does. It makes this weird multi-circular shape with some weird gradient flares. Play around with it because I don't even really know how to describe what this tool does. You'll see how weird it is for yourself.
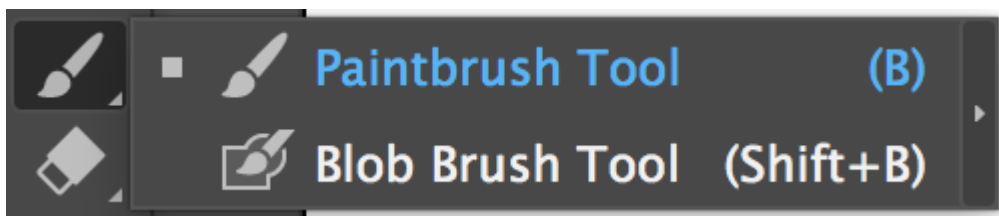

PAINT BRUSH TOOL (B)

The paint brush tool makes thicker, paint-like strokes that you can change the width, shape and texture of.

This tool creates brush strokes that are made up of actual lines, so after you've "painted" them, you can use the direct select tool to can move around the points and smooth out any curves that aren't quite perfect. You can also change the width of the stroke after it's already been drawn by changing the line weight.

- BLOB BRUSH TOOL

The blob brush tool is the same as the paint brush tool, but instead of creating lines down the middle of your brushstrokes, it creates a vector shape AROUND the brushstroke. So instead of creating a single path, it creates an entire an area instead.
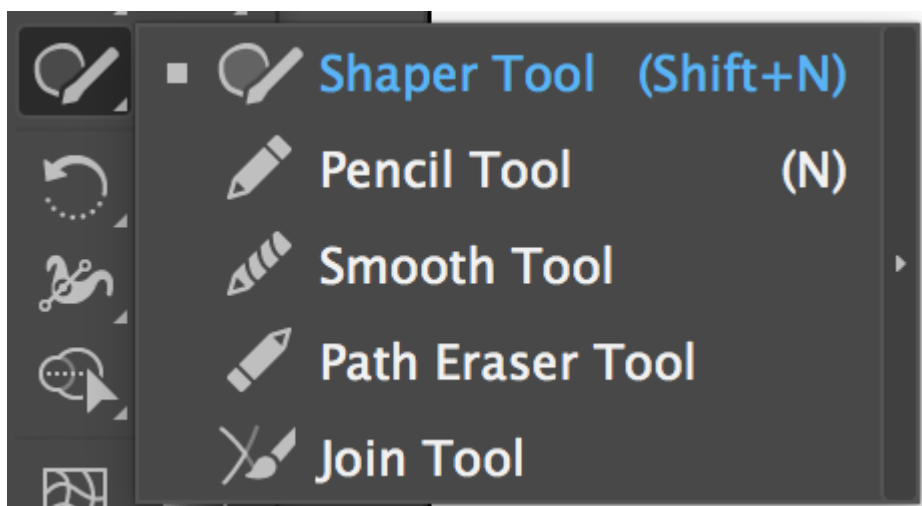
SHAPER TOOL (SHIFT+N)

The shaper tool allows you to draw general shapes by hand, but then will automatically clean them up and create the shape you intended. So if you used this tool to draw a super crappy rectangle, the moment you release your finger from the mouse pad, it will automatically create a non-crappy rectangle for you.

- PENCIL TOOL

The pencil tool is similar to the brush tool in that you can draw lines by hand without using the pen or line tools. I don't use it often because it can be difficult to handle precisely, but occasionally it comes in handy!

- SMOOTH TOOL

This tool smooths out lines, making them less rigid and bumpy.

By clicking and dragging the smooth tool over top of a line you've drawn, it will automatically change around the anchor points to create a smoother transition between them. I personally don't find this tool to work super well, but it's always worth a shot!

- PATH ERASER TOOL

With a line selected, you can use the path eraser tool to draw along segments of the line you want to be erased.

- JOIN TOOL

The join tool allows you to take two paths and join them together to create one single path. With the join tool selected, just click and drag a circle around the two end points of the path you want to be connected, and Illustrator will join them together for you.
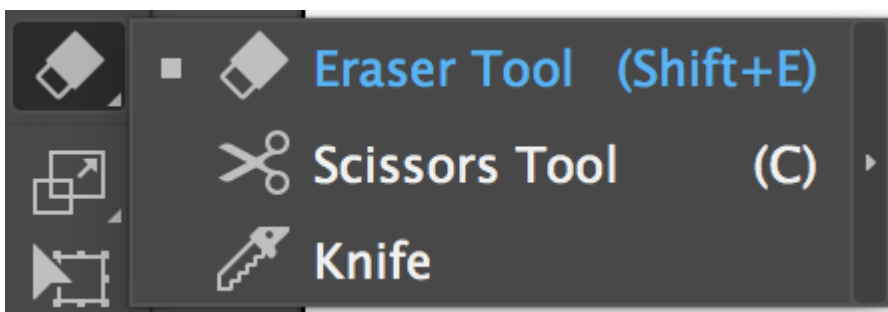
ERASER TOOL (SHIFT+E)

The eraser tool... erases. I know, shocking, right? This tool really does come in handy if you want to get rid of a section of a vector object or path.

Unlike the path eraser tool, this tool can erase entire sections of shapes, causing your vector shape to redraw its outside bounding lines.

- SCISSORS TOOL

The scissors tool can be used to cut apart a vector object or path.

If you want to slice apart an object, use the scissors tool to click on one side and then click on the other. Now your shape is cut into two pieces which you can move around individually. You can also use this

tool on a path by clicking once on the section of the path you want to be separated.

- KNIFE TOOL

The knife tool allows you to do the same thing as the scissors tool, but instead of only cutting straight lines, the knife tool can cut in any jigsaw manner you want! Just click and drag the knife through the shape and voila!
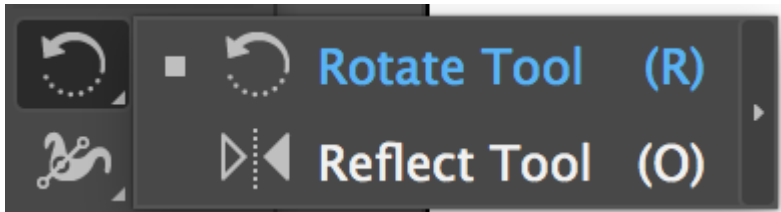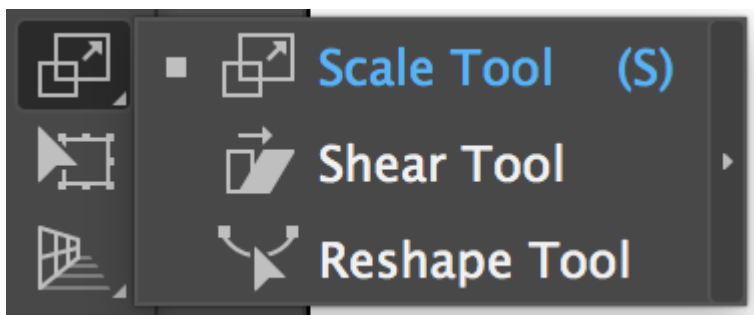

ROTATE TOOL (R)

The rotate tool allows you to rotate shapes in a circular manner.

To use it, select the tool and click once in the middle of the shape, defining your axis point (that blue dot) of which you want your shape to rotate around. Then click and drag outside of the shape to rotate it around!

- REFLECT TOOL (O)

The reflect tool works similarly to the rotate tool, but instead reflects the image or object instead of just rotating it.

Again, you need to select an axis point, then click and drag outside of the shape to reflect it.

SCALE TOOL (S)

This tool works similarly to the reflect and rotate tools, in that you have to define an axis point, then resize by clicking and dragging outside the shape. I find it easier to forgo using this tool by just resizing the shape as normal while holding down option and shift (which resizes it proportionately and centered to where the object already resides).. But to each it's own!

- SHEAR TOOL

The shear tool angles and skews your objects to look like they are going back into space. This tool works the same as the previous, where you select and axis point, then click and drag outside of the shape to shear it.

- RESHAPE TOOL

The reshape tool allows you to select multiple anchor points on a line or shape, and move them all in the same direction.

It's essentially the same as the direct selection tool but is easier in maneuvering several points at the same time, especially if you want them all to move in the same direction.
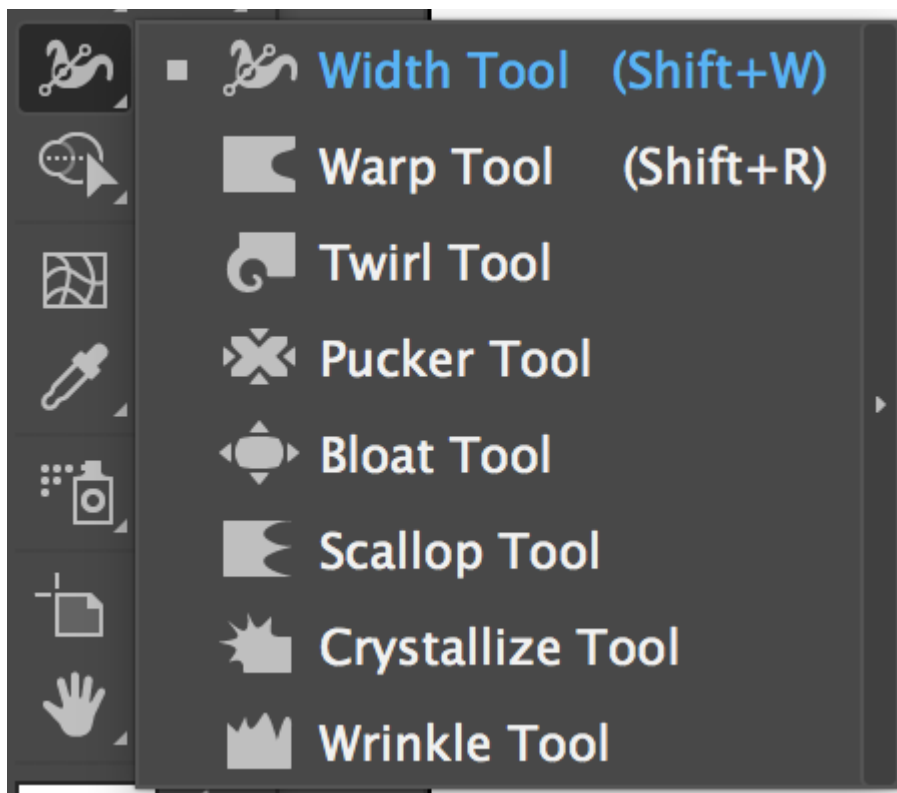
WIDTH TOOL (SHIFT+W)

This tool only works on lines, not shapes. It allows you to click on areas of a line and make the stroke thicker or thinner.

- WARP TOOL (SHIFT+R)

The warp tool works on both shapes and lines and creates warped indents into your vector drawings.

The amount you click, hold and drag will adjust the strength or depth of the indents.

- TWIRL TOOL

The twirl tool distorts shapes by creating a swirl within them. This tool only works on shapes and not lines, and the shape you want to twirl must be selected before you select the actual tool itself.

To use, just click and hold on the shape you want twirled – and voila!

- PUCKER TOOL

The pucker tool creates weird, pointed divots in your shape.

Again, the longer you hold down the tool on the shape and the more you click and drag the tool over the shape, the more prominent these features become. This tool works on both shapes and lines.

- BLOAT TOOL

This tool also works on both shapes and lines, and in contrast to the pucker tool, it bloats the shape, adding extra bumps to the outside of your shapes or lines.

- SCALLOP TOOL

The scallop tool works on both shapes and lines, and it makes both indents and outward bumps, depending on which area of the shape you place the tool. This tool adds 3 little peaks and valleys to your shape or line every time you click. The intensity of these bumps increases the more you click and drag.

- CRYSTALIZE TOOL

The crystalize tool looks similar to the scallop tool, but with stronger peaks and shallower valleys. It also works on both shapes and lines and can be increased by clicking and dragging.

- WRINKLE TOOL

This tool makes your shape or line wavy, adding uneven bumps and squiggles into your paths.

FREE TRANSFORM TOOL (E)

This tool essentially lets you resize your shape in all ways possible.

When you select a shape to transform, a second little toolbar will appear in the upper left hand corner, floating next to your main toolbar. Here you can select Constrain, Free Transform, Perspective Distort, or Free distort. They all are obviously ways to transform your object but are best understood by just playing around with them to see how they work.
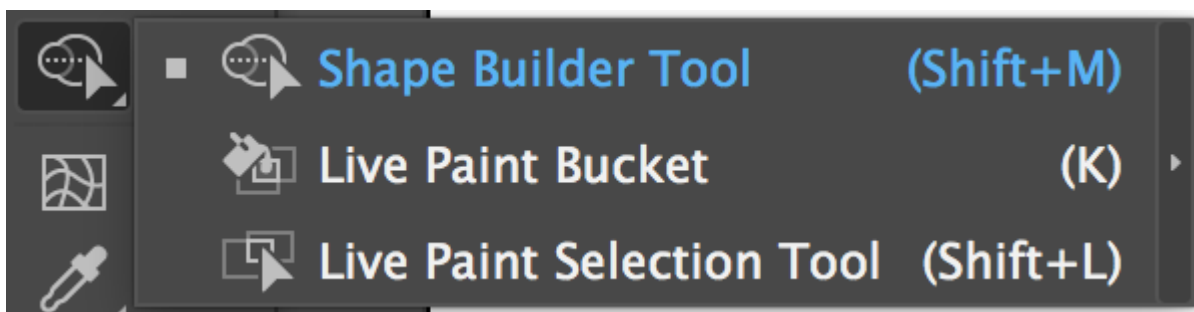
SHAPE BUILDER TOOL (SHIFT+M)

The shape builder tool allows you to easily combine multiple, overlapping shapes in order to create one large, combined shape.

Once all of the shapes selected, select the shape builder tool and click and drag a line between every shape you want to combine. Once you release your mouse, your new shape will be created!

- LIVE PAINT BUCKET (K)

The live paint bucket allows you to fill shapes quickly and easily with color or patterns. The one important step to this process, however, is to make sure that the object(s) you want to be filled is selected first.

The cool thing about this tool is that you can fill sections of shapes that are separated by individual lines. For example, if you had a circle

with a big line going through the middle of it, you could fill each side of that circle, even though that line isn't actually connected to the shape itself. Cool huh?!

- LIVE PAINT SELECTION TOOL (SHIFT+L)

This tool allows you to select individual segments from your live paint area, and change their attributes (color, line weight, etc.).

This tool makes more sense when you play around with it, or here's a <u>video tutorial</u> for you to watch and get a better understand of both the live paint bucket and live paint selection tool.
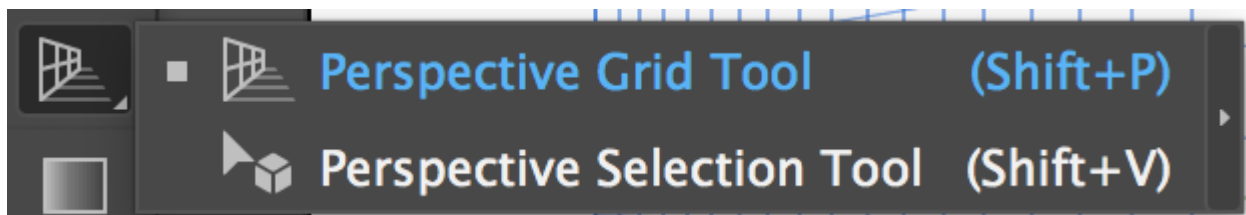
PERSPECTIVE GRID TOOL (SHIFT+P)

This tool is sort of confusing to use at first, but it can be really helpful in making perspective drawings. The perspective grid allows you to make your drawing look 3D by giving them depth and spatial awareness.

To use this tool, first select the tool itself, which will make a grid appear on your artboard.

Using the cube in the upper left-hand corner, select which side of your grid you want an object to snap to. Then, select that object and drag it onto the grid, anywhere you want. Continue this step until all of your objects are on the perspective grid and look as if they are going back into space.

- PERSPECTIVE SELECTION TOOL (SHIFT+V)

The perspective selection tool allows you to edit and change around the perspective grid that appears on your artboard. Select the three points that appear on the bottom of the grid, and slide them around to adjust the grid.

To get out of the perspective grid altogether, click on the x in the corner of the cube pop-up using this tool.

MESH TOOL (U)

This is another highly advanced tool in Illustrator that can be extremely powerful if used correctly. This tool allows you to select certain points within a specific section of your shape to add another color. The two colors will create a gradient in-between them, acting as highlights, shading, and natural color progression. This is how extremely advanced digital artists make realistic digital drawings. They have a bajillion of these points with a bajillion different colors.

Use this tool by clicking on different parts of your shape, which then creates a point in the middle of your shape with a line connecting it to each side, horizontally and vertically. Use the direct selection tool to select this point and then change the color by changing the color swatch. Continue

with this process until you have the desired gradient shading throughout your shape.

GRADIENT TOOL (G)

The gradient tool creates either linear or radial gradients within a shape or line. The actual tool allows you to click and drag within your shape to specify where you want your gradient to start and end, and how large the spread in-between is. It also allows you to choose the angle by hand, rather than by choosing specific degrees.

In order to change the colors and edit these variables more specifically, however, you need to open the gradient window in the workspace panel on the right-hand side of your workspace. Here you can choose which colors to start and end with, add colors in between, adjust the spread, decide whether it's a radial or linear gradient and what angle and direction it goes in.
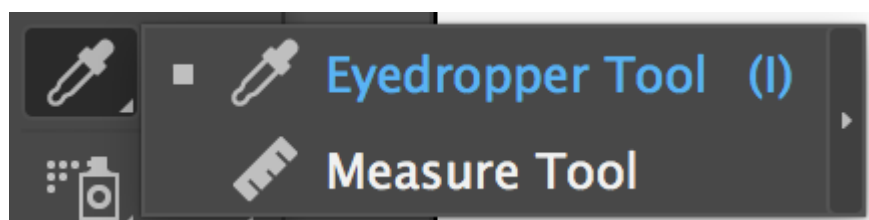
EYEDROPPER TOOL (I)

The eyedropper tool allows you to pick colors from other shapes, lines, objects or images so you can use that same color in other parts of your design. All you have to do is click the eyedropper tool on the areas of your artboard with the particular color you want to be selected.

- MEASURE TOOL

The measure tool allows you to click and drag between two different areas of your workspace in order to measure the distance between the two points. This distance will then show up in the pop-up window for you to reference. This can actually be a super useful tool, so don't forget about it!

BLEND TOOL (W)

This tool allows you to take two different colored objects and create a gradient in-between them by blending the two objects together.

Use this tool by first selecting both objects and then selecting the blend tool. Once the tool is selected click on the first object and then the second which will create your blend!
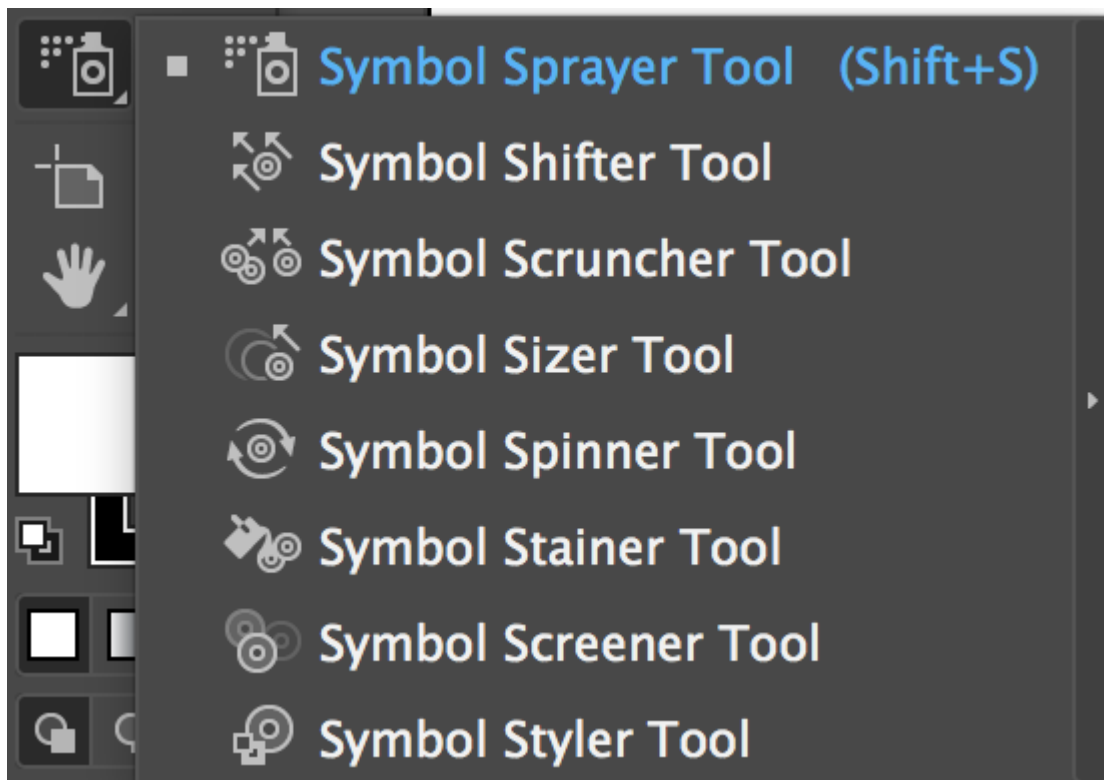
SYMBOL SPRAYER TOOL (SHIFT+S)

To use the symbol sprayer tool, you have to first open the symbol panel and select what symbol you want to be sprayed. You can do this by either clicking on the spade shape in the toolbar on the right, or by going to Window > Symbols. Now, with the symbol sprayer selected, click and drag it around on your workspace to spray the symbols onto your artboard.

- SYMBOL SHIFTER TOOL

This tool allows you to move around symbols that have already been sprayed, by clicking and dragging the shifter around.

- SYMBOL SCRUNCHER TOOL

The scruncher tool scrunches the symbols in towards the center (essentially doing the opposite of the shifter tool).

- SYMBOL SIZER TOOL

This tool allows you to resize individual symbols after they have already been sprayed.

- SYMBOL SPINNER TOOL

The symbol spinner allows you to rotate individual or multiple symbols at once.

- SYMBOL STAINER TOOL

This tool allows you to recolor individual symbols. Make sure you select a fill color first, otherwise this tool won't actually do anything.

- SYMBOL SCREENER TOOL

This tool changes the opacity of individual symbols, making them lighter and lighter each time you click on them.

- SYMBOL STYLER TOOL

This tool allows you to style your symbols more specifically by first using the Graphic Styles panel. Open this panel by going to Window >

Graphic Styles. Here you can select a graphic style or create your own. Once you've selected a style, use the symbol styler and click on individual symbols or areas of symbols to change their appearance.
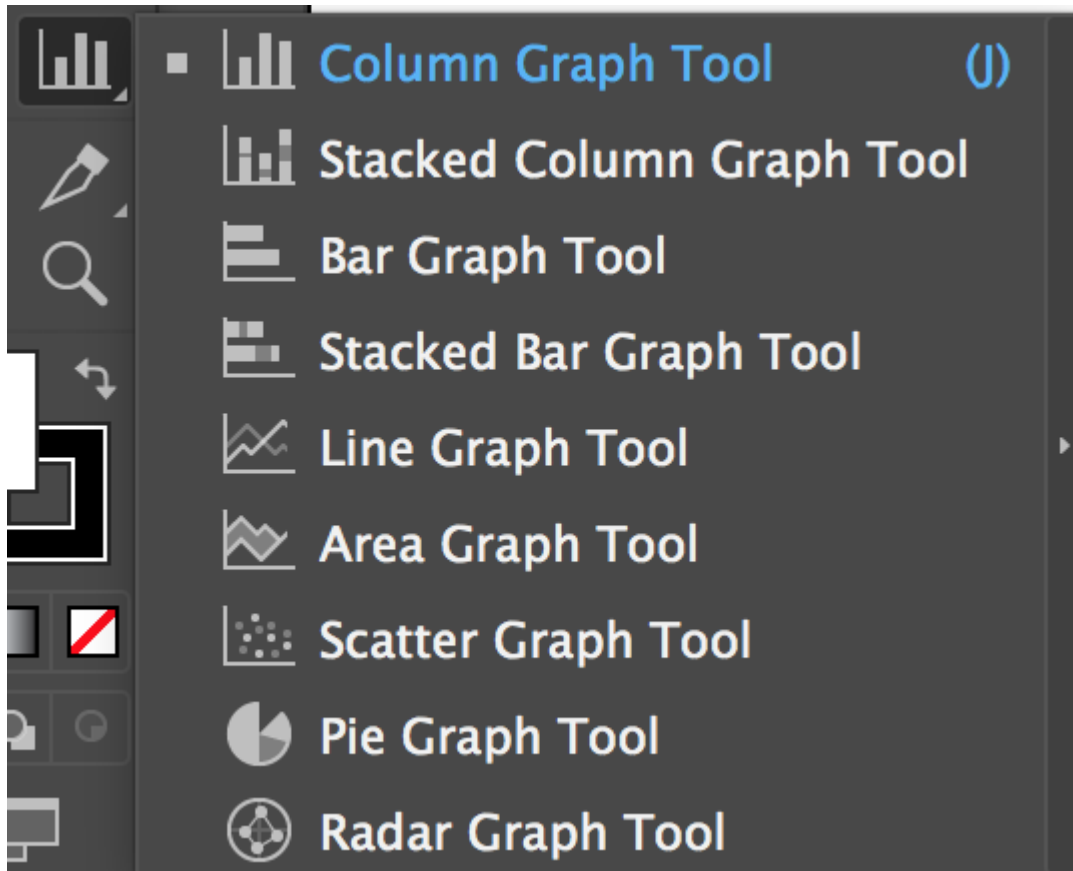
COLUMN GRAPH TOOL (J)

This tool, along with all of the other graphing tools nested beneath it, allows you to easily make graphs within Illustrator. I actually can't tell you how many times I've hand drawn graphs from scratch in Illustrator before I realized this was an actual tool. But once I found it, it became a lifesaver! You have the opportunity to build it within Illustrator OR you can import data from an excel spreadsheet. Awesome right?

The column graph is your typical lineup of columns which correspond to values indicated by the Y axis.

This tool can be somewhat in-depth and could probably take up its own entire blog post (which I may write one of these days!). Until then, here is someone else's blog post, explaining how to use this tool fully.

- STACKED COLUMN GRAPH TOOL

This graph looks similar to the column graph, but the columns are segmented within itself, outlining more data from within that particular segment.

- BAR GRAPH TOOL

A bar graph is a column graph flipped horizontally instead of vertically, with the values of the bars aligning with the x-axis instead of the y-axis.

- STACKED BAR GRAPH TOOL

This is a bar graph but includes segmented versions of each individual bar, to indicate more data than a typical bar graph otherwise would.

- LINE GRAPH TOOL

A line graph uses points on the graph which are connected by a line.

- AREA GRAPH TOOL

An area graph is similar in structure to a line graph but instead has shaded areas to include broader values of information.

- SCATTER GRAPH TOOL

A scatter graph is made up of several points, scattered across the graph.

- PIE GRAPH TOOL

This is a classic pie chart where a circle is divided up into sections to a complete 100%.

- RADAR GRAPH TOOL

A radar graph is similar to an area graph, but instead is round and can, therefore, have more variables than just two or four.

ARTBOARD TOOL (SHIFT+O)

One of my favorite features of Illustrator is that you can have multiple artboards within one document. By using the artboard tool, you can add a new artboard or resize your current arboards. You can also copy existing artboards by clicking and dragging it, while holding down the command key.
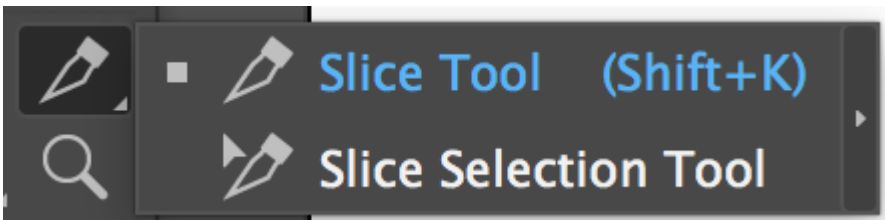
SLICE TOOL (SHIFT+K)

The slice tool allows you to separate your artboard into squared off sections for you to save out individually. That way, if you have a large image that you need to piece down into sections, you can click and drag the slice tool to divide up the area(s) you want as individual files.

- SLICE SELECTION TOOL

The slice selection tool allows you to change, move, edit and resize the slices you've already made with the slice tool.
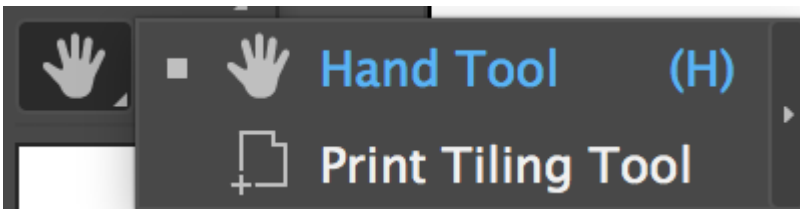
HAND TOOL (H)

The hand tool gives you another option to move around the screen. Just click and drag with the hand tool selected, and you will be able to view different areas of your workspace.

- PRINT TILING TOOL

This tool is to help you print full images that are larger than the paper you're printing on. In order to print your entire image, you may need tile your printing onto multiple sheets of paper. This tool allows you to specify more accurately where the first page in the tiling process starts. Otherwise, Illustrator will set this up for you automatically when you turn on tile printing in the print window. Either way, you can adjust the tiling further within the print window by dragging your artwork between multiple sheets of paper.

If you're using this tool and you feel like nothing is happening on your artboard, make sure you go to View > Show Print Tiling.

In order for this feature to actually work when you try printing it, make sure "File Full Pages" is selected from the Scaling drop down menu underneath Options.

ZOOM TOOL (Z)

The zoom tool zooms in and out of your workspace. You can zoom in by either clicking or clicking and dragging, and zoom out by either clicking and dragging the magnifying glass to the upper left-hand corner, or by holding down the Option key while you click or click and drag.

TERMINOLOGIES

PANEL DOCK & TOOLS PANEL - 2 frequently used panel in illustrator.

DESATURATION – opposite of saturation

COLOR BALANCE – alters the general blending of colors for over-all color modification

LEVELS – adjusts underexposed and too bright pictures

INVERT – reverses the colors in an image

THRESHOLD – changes the picture into black and white pattern

EQUALIZE – brightness is well distributed to entire area

HUE/SATURATION – changes color from a pale color to much livelier look

FILTERING – way of controlling the rendering of color

BACKGROUND – the very first or the lowest layer

CANVAS – empty window that will serve as your working area

RESOLUTION – refers to the quality, sharpness and clarity of an image

OPTIONS BAR – comprise of wide variety of options to design and modify your image or text

PEN TOOL – draws smooth edge paths

RETOUCHING TOOLS – removes imperfections to improve images or add effects

CROP TOOL – used to reduce the image to a certain area

CLONE STAMP TOOL – Used to copy one area of an image to another

LASSO TOOL – makes a freehand selection

FEATHER – blurs or softens the edges of the selection

LAYER MASK – hides an area in a layer to show the layer beneath it

LAYER EFFECT – this allows you to add shadows, glows and 3D like appearances to your text or image layers.

ARTBOARD – design area

WORKSPACE – entire work area

MASK – show/hide pixels.

CURVES – serve as histogram in photoshop which allows us to brighten, darken, contrast or adjust the color itself

HISTORY PANEL – important part of image editor is the ability to undo it

BLENDING MODES – used to create unique photos by adding different behavior to the layers.

LAYERS – edit/modify image without actually destroying it

ADJUSTMENT LAYERS – used to apply color and tonal adjustments]

PIXELS – represents a color dot or shade in bitmap