**>>To create Transparent art board:**

After creating board >> go to View menu >> select **Show Transparency Grid / Hide Transparency Grid** or **shift + ctrl + D**

**>>To remove background of image:**

Place the image (go to **File** menu than select **Place(ctrl + shift + p)** ) >> select the image >> go to **Window** menu >> select **Image Trace** >> Mode will be **Color** >> In Advance section check mark on **Ignore White** >> check mark on **Preview** >> close this box

**>>To change color of image:**

Select the image >> go to **Window** menu >> select **Links** >> click on **three line bars** on top right side of box >> select **Embed Image(s)** >> select the image >> go to **Edit** menu >> Edit Colors >> Adjust Color Balance >> click on **Ok** >> Double click on Color box in left side (Fill and stroke) >> select the particular color >> click on **Ok**

**>>To control border radius of rectangular box:**

Draw the rectangular box .

To change all corners:

Select the rectangular box by **Selection tool** >> go to **Effect** menu >> Round Corners (ctrl + shift + alt + E) >> Adjust corners according to need ( we can also adjust the corners by corner points).

To change a particular corner:

Select the particular corner of rectangular box by **Direct selection tool** >> Adjust corners under

Properties tab.

**Note:**

If we pressed and hold on shift key , than drag the mouse , than it will create rectangular box with equal height and equal width, same as for circle.

**>>Brush Tool:**

1. Select any brush tool and we can set accurate and smoothnes by double clicking on brush tool.
2. Select Brush tool >> go to window menu >> select **Brushes**

Then ,

We can use icons / symbols by using symbol tab, we can use shapes , shapes as border by using **Brush Library Menu**.

**>>Shadow Effect:**

Create a shape or write the text >> Select the shape or text >> go to **Effect** menu >> go to **Stylize** >> Select **Drop Shadow**

>> adjust all things according to need >> click on Ok

**>> To Separate Shadow From Original Object:**

Create a shape or write the text >> Select the shape or text >> go to **Effect** menu >> go to **Stylize** >> Select **Drop Shadow**

>> Select mode **Normal** , Opacity is **100%** and rest option will be 0 px. >> click on Ok >> go to **Object** menu >> Select **Expand Appearance** >> Select image or text >> Right click >> select **Ungroup** >> Drag the image / Text by **Selection Tool**.

**>> To Rotate Image / Shape:**

Select the image / shape >> go to **Edit** menu >> copy >> again go to **Edit** menu >> Paste in Front >> in right side under Properties

Tab select on icon (Flip Horizontally or Flip Vertically)

**>> To Write Circular Text:**