Ai

ADOBE ILLUSTRATOR CC 2018
TOP TIPS
— ESSENTIALS TRAINING —

Toggling between fill and stroke

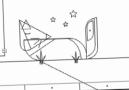Rather than using the small icons just hit **X** and it will swap the order of the boxes.
ALSO use the shortcut **Shift, X** to swap the colour around.

X-ray mode

This is where you see the outlines only of your work. Great for seeing shapes, point, text etc that isn't meant to be there. Use the shortcut **Cmd Y (mac)/Ctrl Y (PC)**. To tidy it up, to go **Object - Path - Clean up**.

CHEAT SHEET + SHORTCUTS IN ILLUSTRATOR

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X-ray mode shows the unwanted points!

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HOW HANDY!

Duplicating a shape
First select the shape, then start dragging the shape, hold down **Option (mac)/ Alt (PC)** this will create a duplicate of your shape right next to it. BUT even better hold down **Cmd D (mac)/Ctrl D (PC)** this will duplicate exactly what you just did over and over. And over and over and over. You get it.

Selectively changing colour
Go to **Select - Same - Fill colour.** This will select everything that is using that fill colour. You can then change this by going to your properties palette **(Windows - properties)** and changing the colour to whatever you like. This will only change the colour of items with a 'fill' so your text etc will remain unchanged.

Sending a smaller PDF
Go to **File - Save - PDF - click save**. Now in this box you can change the preset to say High Quality Print. This will make a large PDF size but if you untick the box '**preserve Illustrator Editing Capabilities**' - this will remove the illustrator functionality but if you're just sending it to a client to check over or sign off we don't need this. That's

what the AI file is for! This PDF is for viewing or sending to the printers.
NOTE :: In your PDF menu box the preset 'smallest file size' turns this off by default but it might lower the resolution a bit more than you want if sending to a client to sign off.

Exporting a selection from you document
This process is really handy if you need to send just a logo or icon like this cool guy below but it's part of a larger document. Select just the area you want to send, right click and click on the '**export for selection**' option. Next in the box that appears you can decide the format you want to send it in e.g. png, jpg etc.

OLD SCHOOL ILLUSTRATORS LISTEN UP

Do you hate how all your previous work opens up in the Start Workspace? Well you can turn that off in preferences. For Mac users Go to Illustrator (top left)- Preferences and for PC users head to Edit - Preferences and under General untick '**Show This Start Workspace When No Documents Are Open**'.

ESSENTIAL SHORTCUTS

Bringing in a file (an old faithful) - Cmd shift P (mac)/ Ctrl shift P (PC)
Send to back - Cmd shift [(mac) / Ctrl shift [(PC) (use] to being it back to the front)
Clipping mask option - When two images are selected hit **Cmd 7 (mac)/ Ctrl 7 (PC)**.
Cutting holes in objects - Select two images, one of which is on top of the other. Apply **Cmd 8 (mac) /Ctrl 8 (PC)**, this is your compound path shortcut. Now the shape that was on top of the other shape has now been cut out! Yay!

This cheat sheet is from the video training course
bringyourownlaptop.com/illustratortips
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