

Step-by-Step Tasks in Full Color

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Illustrator CS4 Tasks ▶



Adobe®

# Illustrator® CS4

1 2 3 4 5 6 7 **on Demand**

What you need, when you need it!

**que**®

Steve Johnson, Perspection, Inc.

# Adobe® Illustrator® CS4 On Demand

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# Introduction

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Welcome to *Adobe Illustrator CS4 On Demand*, a visual quick reference book that shows you how to work efficiently with Illustrator. This book provides complete coverage of basic to advanced Illustrator skills.


## How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

## What's New

If you're searching for what's new in Illustrator CS4, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Illustrator. A complete description of each new feature appears in the New Features guide in the back of this book.

## Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P (Win) or +P (Mac), as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the Web at [www.perspection.com](http://www.perspection.com).



## How You'll Learn

**How This Book Works**

**What's New**

**Keyboard Shortcuts**

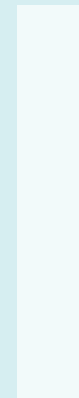
**Step-by-Step Instructions**

**Real World Examples**

**Workshops**

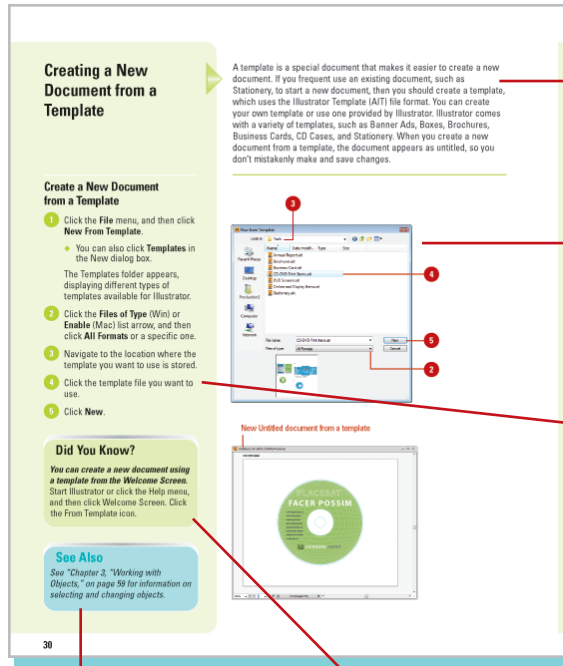
**Adobe Certified Expert**

**Get More on the Web**



# Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

**Did You Know?**  
You can create a new document using a template from the Welcome Screen. Start Illustrator or click the Help menu, and then click Welcome Screen. Click the From Template icon.

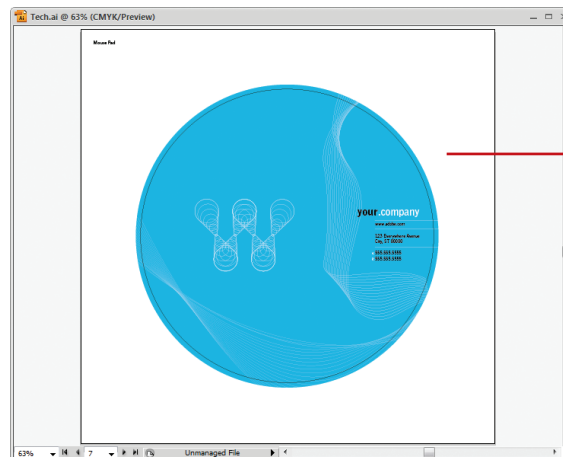
**See Also**  
See “Chapter 3, “Working with Objects,” on page 59 for information on selecting and changing objects.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

# Real World Examples

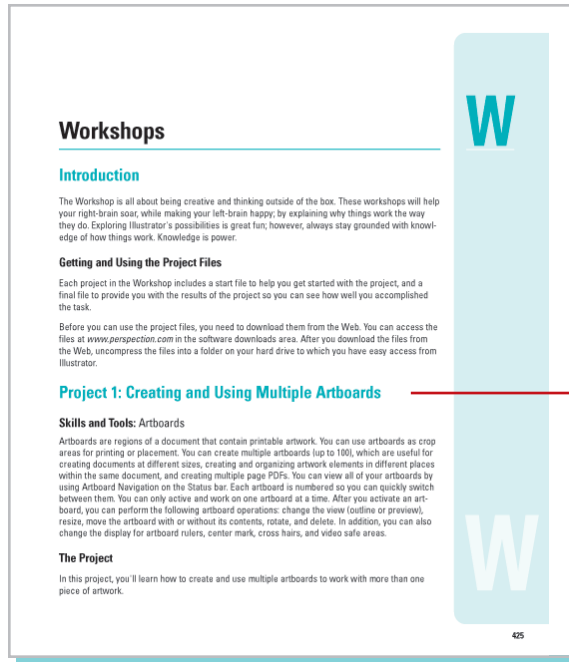
This book uses real world example files to give you a context in which to use the task. By using the example files, you won’t waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the Web at [www.perspection.com](http://www.perspection.com).



Real world examples help you apply what you’ve learned to other tasks.

# Workshops

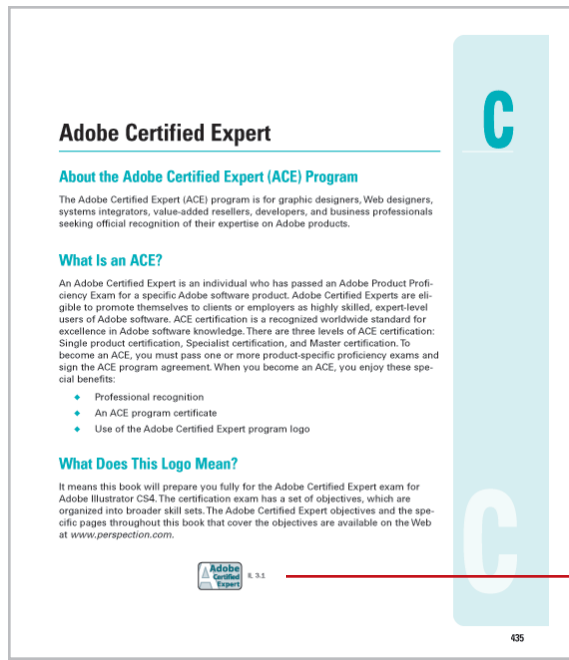
This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the Web at [www.perspection.com](http://www.perspection.com).



The Workshop walks you through in-depth projects to help you put Illustrator to work.

# Adobe Certified Expert

This book prepares you fully for the Adobe Certified Expert (ACE) exam for Adobe Illustrator CS4. Each Adobe Certified Expert certification level has a set of objectives, which are organized into broader skill sets. To prepare for the certification exam, you should review and perform each task identified with a Adobe Certified Expert objective to confirm that you can meet the requirements for the exam. The Adobe Certified Expert objectives are available on the Web at [www.perspection.com](http://www.perspection.com).



Logo indicates a task fulfills one or more Adobe Certified Expert objectives.

## Get More on the Web

In addition to the information in this book, you can also get more information on the Web to help you get up-to-speed faster with Illustrator CS4. Some of the information includes:

### Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

### Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

### More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Illustrator documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the Web at [www.perspection.com](http://www.perspection.com).

## Keyboard Shortcuts

### Adobe Illustrator CS4

If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

If you're searching for new keyboard shortcuts in Illustrator CS4, just look for the letter: **N**. The **N** appears in the Keyboard Shortcuts table so you can quickly and easily identify new or changed shortcuts.

Keyboard Shortcuts		
Command	Windows	Macintosh
<b>Selecting Tools</b>		
Artboard tool	Shift + O	Shift + O
Selection tool	V	V
Direct Selection tool	A	A
Magic Wand tool	Y	Y
Lasso tool	O	O
Pen tool	P	P
Block Brush tool	Shift + B	Shift + B
Add Anchor Point tool	+ (plus)	+ (plus)
Delete Anchor Point tool	- (minus)	- (minus)
Convert Anchor Point tool	Shift + C	Shift + C
Type tool	T	T
Line Segment tool	\ (backslash)	
Rectangle tool	M	M
Ellipse tool	L	L

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Additional content is available on the Web.

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# Working with Objects

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## Introduction

Adobe Illustrator is an application that gives you great control over vector graphics, which include vector shapes and vector objects. Vector graphics are created using mathematical shapes, not pixels, and that's why vector shapes are considered resolution-independent. When you draw a vector object, you create one or more lines called a path. A path is made up of one or more curved or straight line segments. The start and end points for a line segment is known as an anchor point, which you can drag to change and move.

Illustrator provides drawing tools on the Tools panel that you can use to create a variety of shapes, including rectangles, rounded rectangles, ellipses, polygons, stars, flares, lines, arcs, spirals, rectangle grids, and polar (circular) grids. After you draw an object, you can use Illustrator selection tools to modify it. The two main selection tools are the Selection tool and the Direct Selection tool. The Selection tool allows you to select entire objects, while the Direct Selection tool allows you to select paths and segments. In addition to these tools, you can also use the Select menu. The Select menu provides a variety of powerful selection commands for you to use in a document or artboard. For example, you can select objects whose attributes (including Appearance, Blending Modes, Fill & Stroke, Opacity, and Stroke Color) are similar to the current or last selection.

After you select one or more objects, you can move, align, group, and transform them. The transformation tools allow you to rotate, scale (resize), reflect (mirror image), or shear (slant) an object.

## What You'll Do

**Understand Vector and Raster Images**

**Understand Paths**

**Create Rectangle and Ellipses**

**Create Polygons and Stars**

**Create Line Segments**

**Create Arcs and Spirals**

**Create Grids**

**Understand Selections**

**Use the Selection Tool**

**Use the Direct Selection Tool**

**Use the Lasso Tool**

**Use the Magic Wand Tool**

**Select and Group**

**Select Similar Objects**

**Save and Edit Selections**

**Move and Duplicate Objects**

**Align and Distribute Objects**

**Transform Objects**

**Rotate, Scale, Reflect, or Shear Objects**

**Apply Multiple Transformations**

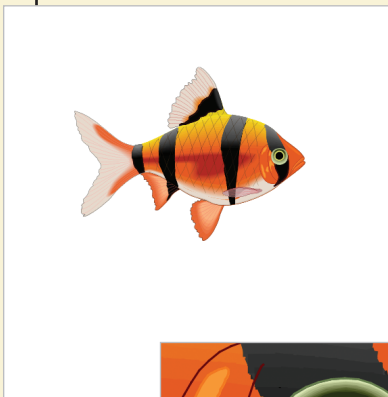
**Reshape Objects with Envelopes**

# Understanding Vector and Raster Graphics

Illustrator is an application that gives you great control over vector graphics, which include vector shapes and vector objects. Vector graphics are created using mathematical shapes, not pixels, and that's why vector shapes are considered resolution-independent. For example, if you enlarge a vector image to 100 times its original size, Illustrator merely changes the mathematical formulas to reflect the new size, and since vector shapes are constructed of mathematical data instead of pixels, file sizes are extremely small.

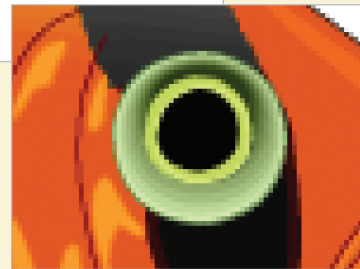
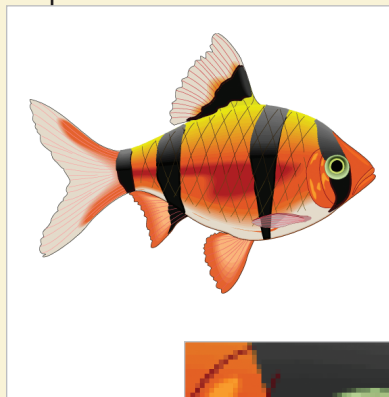
Raster graphics, such as bitmaps and photographs, are images created using individual pixels that identify one piece of color information. The reason raster images are considered resolution-dependent is that once the image is created or scanned, any enlargement of the image forces Illustrator to enlarge and average the existing color information in the document. This process, called **interpolation**, is what causes enlarged raster images to become blurred, or pixelated.

Vector Image



Close up shows lines

Raster Image



Close up shows pixels



# Understanding Paths



IL 2.1

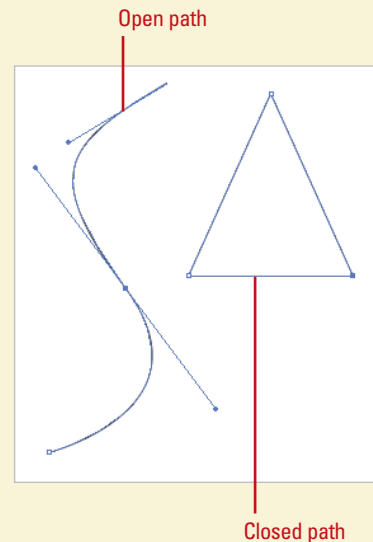
When you draw an object, you create one or more lines called a **path**. A path is made up of one or more curved or straight lines, known as **segments**. The start and end points for a segment is called an **anchor point**. An anchor point is a bending point to modify the line segment. A path can be open or closed. An open path has open-ended endpoints, such as a line, while a closed path has connected endpoints, such as a circle. Paths can have two types of anchor points: smooth points or corner points. A smooth point connects two curved segments to create a smooth line, while a corner point connects two straight or curved segments to create a path direction change. You can draw a path using both smooth and corner points. The outline of a path is called a stroke, which you can format with different characteristics. You can specify stroke weight (thickness), color, or a dashed pattern. The interior of an open or closed path is called a fill, which you can also format with a color or gradient.

You can change the shape of a path by dragging its anchor point. A selected anchor point or endpoint appears as a solid square, while an unselected one appears as a white square. When you select an anchor point with a curved segment, a direction line appears with direction points on each end, which you can drag to change the shape of the path. When you change the shape of a smooth point with curved segments on each side, both segments get changed. When you change a shape of a corner point, the corner is maintained, but adjusted based on the change.

## Working with Anchor Points

In Illustrator, you can show or hide anchor points, direction lines, and direction points by choosing the **View** menu, and then choosing **Show Edges** or **Hide Edges**. If you want to show or hide direction lines for selected anchor points, select the **Direct Selection** tool, select the anchor point that you want, and then click **Show Handles For Multiple Selected Anchor Points** or **Hide Handles For Multiple Selected Anchor Points** button in the Control panel.

You can specify options in the Selection & Anchor Display preferences to always show handles when multiple anchor points are selected (this option is turned off by default).



# Creating Rectangles and Ellipses

## Draw an Ellipse or Circle

- 1 Select the **Ellipse** tool on the Tools panel.

**TIMESAVER** Press *L* to select the *Ellipses* tool.

- 2 Select a **Stroke** and **Fill Color** from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse.

**TIMESAVER** Press and hold *Shift* while you drag to create a circle.

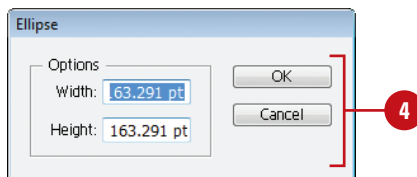
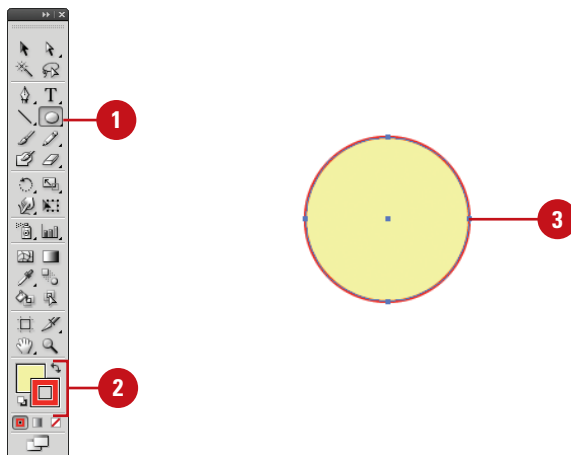
- 4 To create an oval or circle with a specific width and height, click on the artboard where you want the top left corner, enter width and height values, and then click **OK**.

## Did You Know?

*You can enter values ranging from 0 to 100 points in the **Rounded Rectangle Settings dialog box**. A value of zero gives you a straight-sided-square. Higher numbers produce squares with more rounded sides.*

*You can draw shapes without a stroke or a fill. Set either of these properties to No Fill in the Colors section of the Tools panel or in the Color panel.*

The Illustrator Tools panel includes several tools for quickly creating simple geometric vector shapes. They are easy to use; you just click and drag on the Stage to create the shapes. The Rectangle tool creates rectangles with square or rounded corners. The Ellipse tool creates circular shapes such as ovals and circles. These shapes can be comprised either of Strokes, which are lines that surround and define the shape, or Fills, which can be a color or texture inside the shape, or both.



## Draw a Rectangle or Rounded Rectangle

- 1 Click the **Rectangle** or **Rounded Rectangle** tool on the Tools panel.

**TIMESAVER** Press *M* to select the *Rectangle* tool.

- 2 Select a **Stroke** and **Fill** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse.

**TIMESAVER** Press and hold *Shift* while you drag to create a square.

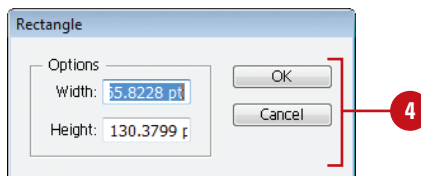
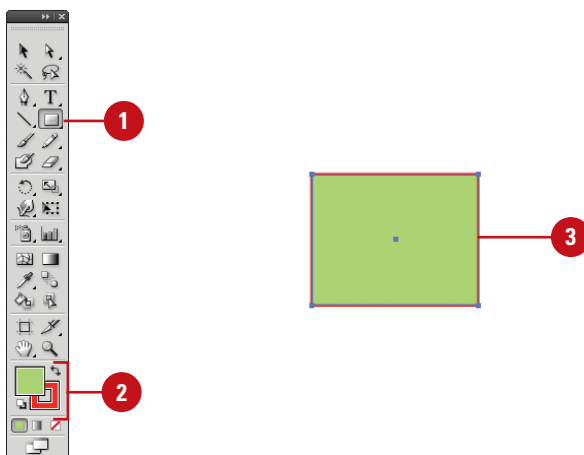
- 4 To create a square, rectangle, or rounded rectangle with a specific width and height, click on the artboard where you want the top left corner, enter width and height values, and then click **OK**.

### Did You Know?

**You can change the corner radius for a rounded rectangle.** While you drag a rounded rectangle, press the Up Arrow or Down Arrow key. To create square corners, press the Left Arrow key. To create corners with maximum roundness, press the Right Arrow key.

**You can draw shapes with no stroke or fill.** If you want to draw an oval or a rectangle without a stroke or fill, you can set either of these options to No Fill in the Colors area of the Tools panel or in the Color Mixer.

**You can create a flare shape using the Flare tool.** Select the Flare tool on the Tools panel, click and drag on the artboard, and then release the mouse.



# Creating Polygons and Stars

## Draw a Polygon or Star Shape

- 1 Select the **Polygon** or **Star** tool on the Tools panel.

The pointer becomes a crosshair that you can drag anywhere on the artboard.

- 2 Select a **Stroke** and **Fill** color from the Colors area of the Tools panel.

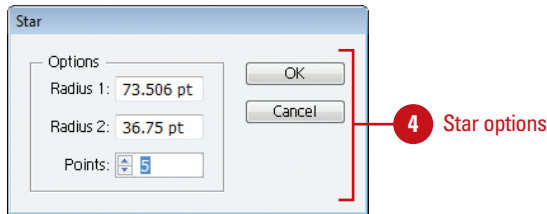
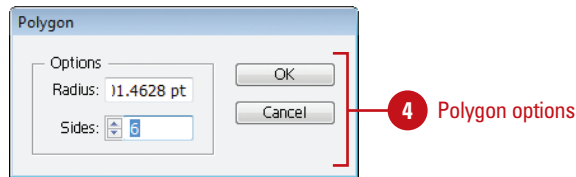
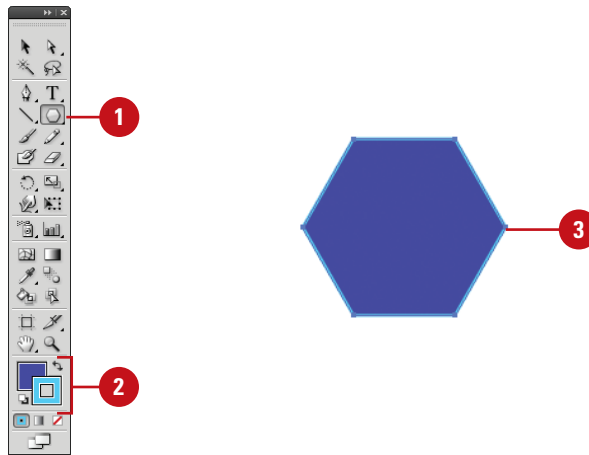
- 3 Click and drag on the artboard, and then release the mouse.

**TIMESAVER** Press and hold **Shift** while you drag to create a proportional shape.

- 4 To create a shape with a specific radius and number of sides or points, click on the artboard where you want the center of the shape, enter the following values, and then click **OK**.

- ◆ **Polygon.** Enter a radius and number of sides for the polygon. To create a triangle, enter 3 sides.
- ◆ **Star.** Enter radius 1 for the distance from the center of the star to the innermost points and enter radius 2 for the distance from the center to the outermost points.

The Polygon and Star tools work in much the same way as the Ellipse and Rectangle tools do to allow you to easily create complex vector shapes. You can use these tools to create either polygons and stars. Polygons are shapes based on a center radius and a number of sides, while stars are shapes based on two center radiuses: one for the distance from the center of the star to the innermost points, and another for the distance from the center to the outermost points. Experiment with several options to get the kind of shape you want.



# Creating Line Segments

## Draw a Line Segment

- 1 Click the **Line Segment** tool on the Tools panel.

The pointer becomes a crosshair that you can drag on the artboard.

**TIMESAVER** Press `\` to select the Line tool.

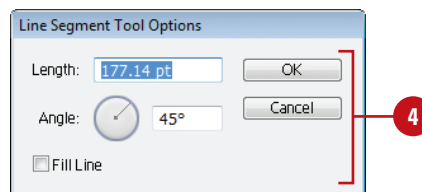
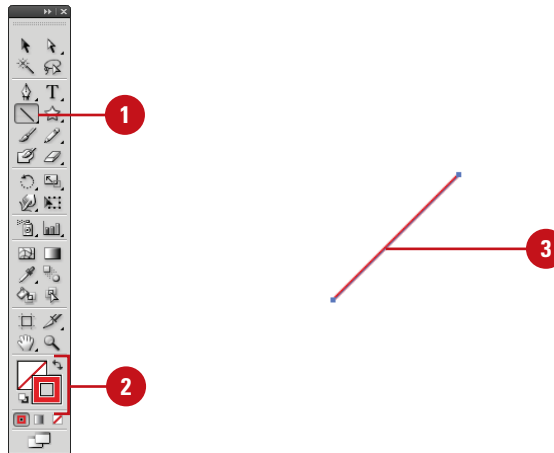
- 2 Select a **Stroke** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse when the line is the length you need.

**TIMESAVER** Hold down the **Shift** key, and then drag to draw a 45, 90, or 180 degree line.

- 4 To create a line with a specific length and angle, click on the artboard where you want the line to begin, enter length and angle values, select the **Fill Line** check box to fill the line with the current fill color, and then click **OK**.

The Line Segment tool draws perfectly straight lines in any direction you drag your mouse. In Illustrator, a line is called a stroke and there is a variety of thicknesses, styles, colors, and fills that can be applied to it. You can also create your own line style for specific types of dashed, dotted or artistic lines. You can constrain the path a line draws to 45-degree angles or create closed shapes by intersecting the lines you draw.

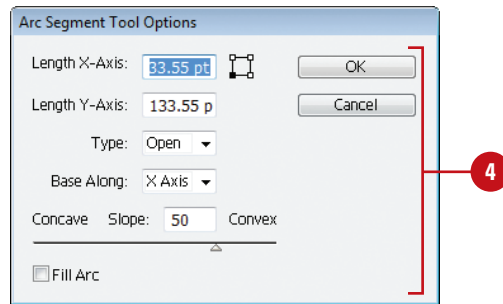
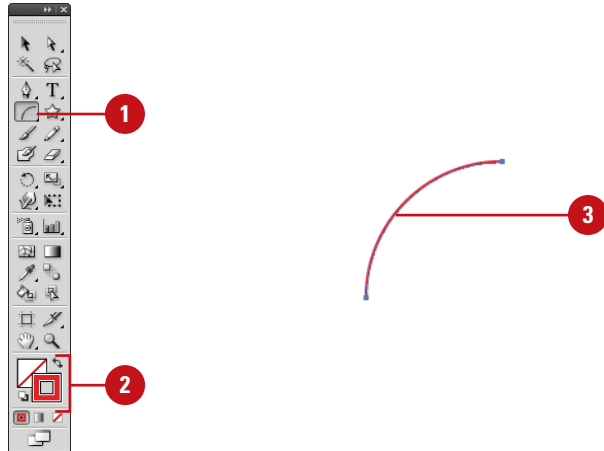


# Creating Arcs and Spirals

## Draw an Arc

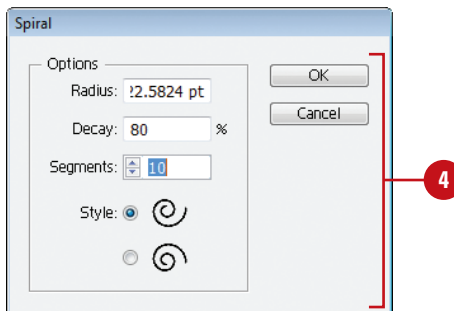
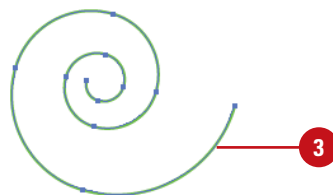
- 1 Click the **Arc** tool on the Tools panel.  
The pointer becomes a crosshair that you can drag on the artboard.
- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the arc is the length you need.
- 4 To create an arc with specific settings, click on the artboard where you want the arc to begin, enter x and y lengths, specify type (open or closed), arc direction (Base Along) and slope options, select the **Fill Arc** check box to fill the arc with the current fill color, and then click **OK**.

The Arc and Spiral tools make it easy to create unique and interesting shapes. These tools draw curved lines to create an individual arc or a Spiral wind. An arc consists of an x and y axis length, open or closed path, arc direction (known as the Base Along), arc slope, and arc fill (optional). A Spiral consists of a radius from the center to the outermost point in the Spiral, decay (the amount each wind decreases), number of segments for the spiral, and Spiral style. Each full wind of a Spiral consists of four segments.



## Draw a Spiral

- 1 Click the **Spiral** tool on the Tools panel.  
The pointer becomes a crosshair that you can drag on the artboard.
- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the Spiral is the length you need.
- 4 To create a Spiral with specific settings, click on the artboard where you want the Spiral to begin, enter a radius (distance) from the center to the outermost point, decay percentage (amount of the wind decreases), the number of segments, and style options, and then click **OK**.



# Creating Grids

## Draw Rectangle Grids

- 1 Click the **Rectangle Grid** tool on the Tools panel.

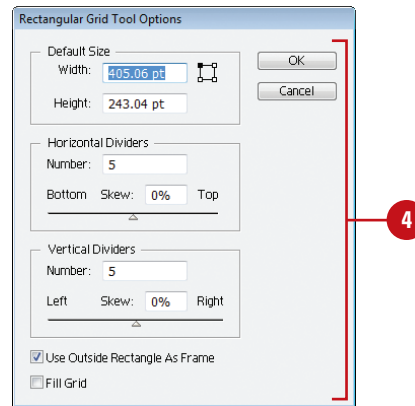
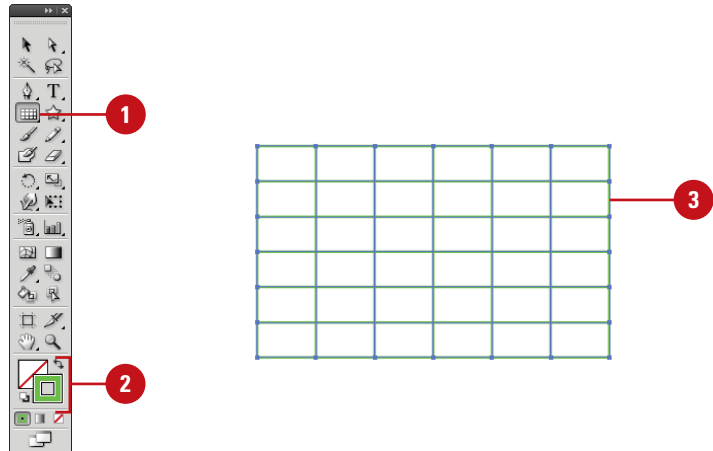
The pointer becomes a crosshair that you can drag on the artboard.

- 2 Select a **Stroke** color from the Colors area of the Tools panel.

- 3 Click and drag on the artboard, and then release the mouse when the grid is the size you need.

- 4 To create a grid with specific settings, click on the artboard where you want the grid reference point, enter a width and height for the grid, specify the number of horizontal and vertical dividers, select the **Use Outside Rectangle As Frame** check box to replace individual segments with a separate rectangle object, select the **Fill Grid** check box to fill the grid with the current fill color, and then click **OK**.

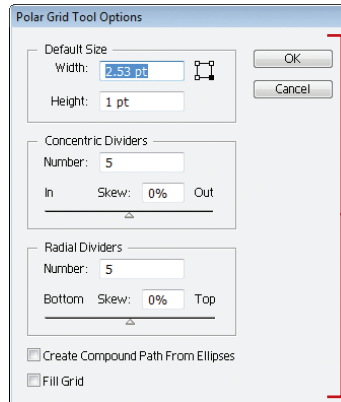
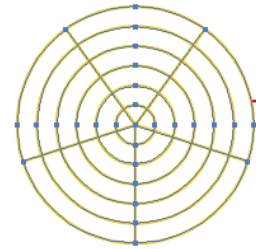
The grid tools on the Tools panel allow you to create a rectangular or circular polar grid. The Rectangular Grid tool creates rectangular grids of a specified size and number of horizontal and vertical dividers. The Polar Grid tool creates concentric circles of a specified size and specific number of concentric and radial dividers.





## Draw Circular Polar Grids

- 1 Click the **Polar Grid** tool on the Tools panel.  
The pointer becomes a crosshair that you can drag on the artboard.
- 2 Select a **Stroke** color from the Colors area of the Tools panel.
- 3 Click and drag on the artboard, and then release the mouse when the grid is the size you need.
- 4 To create a grid with specific settings, click on the artboard where you want the grid reference point, enter a width and height for the grid, specify the number of concentric and radial dividers, select the **Create Compound Path From Ellipses** check box to replace circles with separate compound paths, select the **Fill Grid** check box to fill the grid with the current fill color, and then click **OK**.



# Understanding Selections



IL 2.8

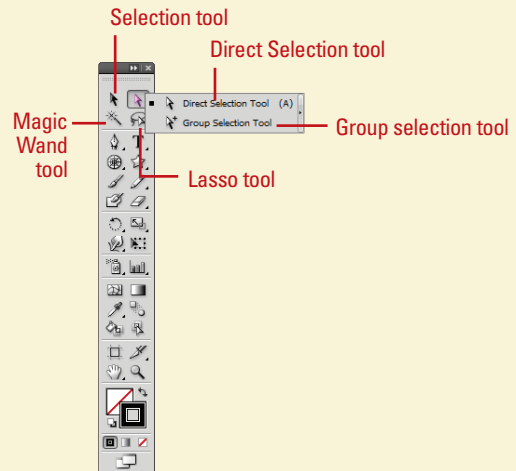
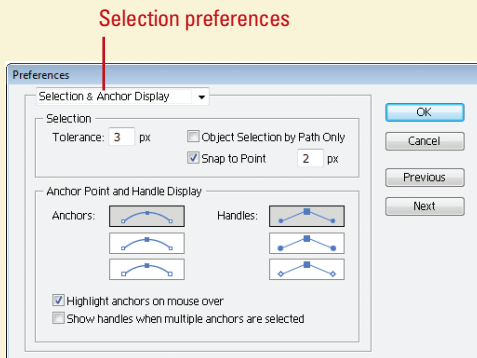
When you create vector graphics in Illustrator, they are comprised of distinct segments that can be selected separately or as a whole with a variety of selection tools. The type of editing you need to perform determines which tool you use. For example, a simple rectangle is comprised of four line segments that surround the contour of the shape and one fill in the center. Each of these parts can be selected as a group with the **Selection** tool or individually with the **Direct Selection** tool. To select an object using the fill, you need to deselect the Object Selection by Path Only check box in Selection & Anchor Display preferences.

In addition to the Selection and Direct Selection tools, you can also use the **Group Selection** tool to select all the anchor points on a single path. With the Group Selection

tool, click to select an object, click twice to select the object's group, and click three times to select the group within the group (if available). The Group Selection tool is useful for working with multiple objects. If you want to work with an individual object without affecting other objects, it's better to use Isolation Mode.

The **Lasso** tool is a classic selection tool that allows you to select path points and segments by dragging a freeform marquee around them.

The **Magic Wand** tool allows you to select objects of the same or a similar fill color, stroke color, stroke weight, opacity, or blending mode.



# Using the Selection Tool



IL 2.8

## Select an Object with the Selection Tool

- 1 Click the **Selection** tool on the Tools panel.

The pointer becomes an arrow.

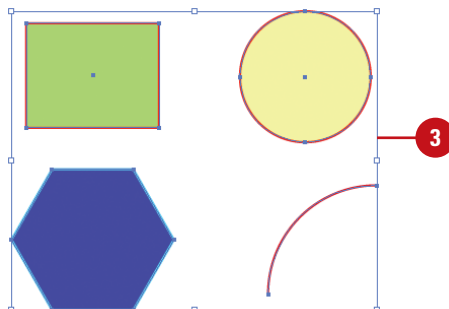
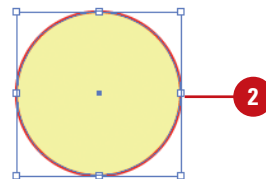
**TIMESAVER** Press *V* to select the Selection tool.

- 2 Position the arrow on the edge of the object, and then click it.

- ◆ You can also drag a marquee across all or part of the object to select the entire path.
- ◆ If the path has a color fill, appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences, you can also click the fill to select the object.

- 3 To add or subtract objects from the selection, hold down the Shift key, and then click unselected objects to add or click selected objects to subtract them from the selection.

There are several ways to select objects in Illustrator. With the Selection tool, you can select an object's stroke or fill. You can only select an object using the fill if the path appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences. After you select one or more objects, you can add or subtract objects to/from the selection. In addition, you can use the Selection tool and drag a marquee to select parts of the object or drag over a portion of it to create a selection rectangle.



# Using the Direct Selection Tool



IL 2.8

## Select Anchor Points and Segments with the Selection Tool

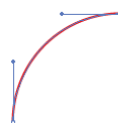
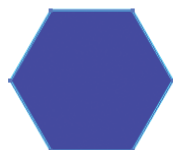
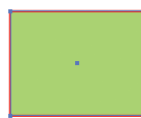
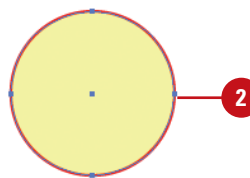
- 1 Click the **Direct Selection** tool on the Tools panel.

The pointer becomes an arrow.

**TIMESAVER** Press **A** to select the Direct Selection tool.

- 2 Position the arrow on the edge of the path and click to select a segment, and then click an anchor point to select it.
  - ◆ You can also select an anchor point directly. Pass the pointer over a path and then point to an anchor point and then click it.
  - ◆ You can also drag a marquee across all or part of the object to select the entire path.
- 3 To add or subtract anchor points or segments from the selection, hold down the Shift key, and then click unselected items to add them or selected items to subtract them from the selection.

With the Direct Selection tool, you can select individual points and segments of a path. After you select one or more individual points and segments, you can add or subtract items to/from the selection. In addition, you can also use the Direct Selection tool and drag a marquee to select parts of the path or drag over a portion of it to create a selection rectangle.



# Using the Lasso Tool



IL 2.8

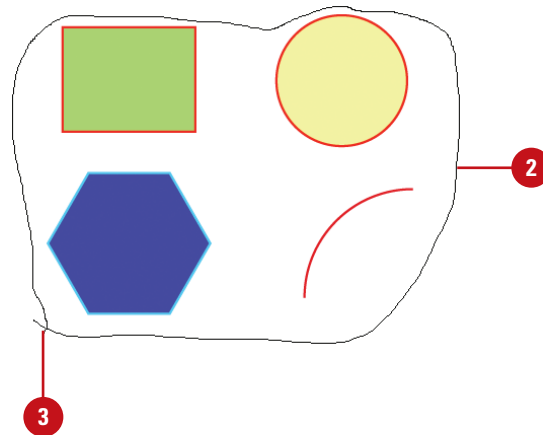
## Select with the Lasso Tool

- 1 Click the **Lasso** tool on the Tools panel.
- 2 Draw around the shapes you want to select.
- 3 To complete the selection, return to the point where you started.

### Did You Know?

*You can select single or multiple objects.* Holding the Shift key adds line segments and fills them. Shift-clicking selected items deselects them.

Use the Lasso tool when you want to select shapes that are very close to shapes you don't want to select. This tool allows you to draw around the shape, selecting everything contained within the drawn area. When you draw a selection, you can drag across a path to include it in the selection instead of dragging completely around it. This selection tool is useful when you are working with overlapping paths.



# Using the Magic Wand Tool

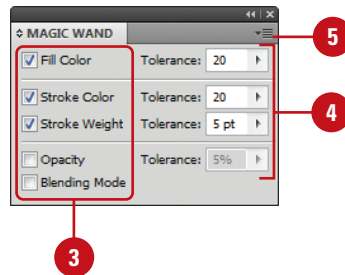
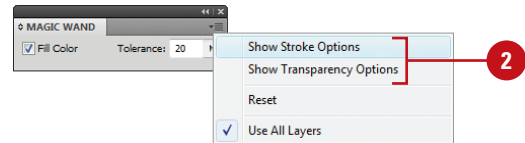


IL 2.8

## Select Options for the Magic Wand Tool

- 1 Double-click the **Magic Wand** tool on the Tools panel.
  - ◆ You can also click the **Window** menu, and then click **Magic Wand** to display the panel.
- 2 Click the **Options** menu, and then select the **Show Stroke Options** and **Show Transparency Options** (if necessary) to display them in the Magic Wand panel.
  - ◆ You can also click the double-arrow next to the Magic Wand title to display options.
- 3 Select the check box for the attributes that you want the Magic Wand to select. The options include: **Fill Color**, **Stroke Color**, **Stroke Weight**, **Opacity**, or **Blending Mode**.
- 4 Enter a Tolerance value (0 to 255). The higher the value, the more information the Magic Wand tool selects.
- 5 To select objects on all layers, click the **Options** menu, and then select **Use All Layers** to check it. Select it again to select objects only on the current layer.
- 6 To reset all fields in the Magic Wand panel, click the **Options** menu, and then click **Reset**.

The Magic Wand tool (so named since it looks like a magic wand) is unique in the fact that you do not drag and select with this tool; you simply click. The Magic Wand tool creates a selection based on the shift in brightness ranges within an image. If there is a definable shift in the brightness of the pixels, it can be a very powerful tool for the selection of odd-shaped areas. To use the Magic Wand, click on the Magic Wand Tool button on the Tools panel.



## Use the Magic Wand Tool

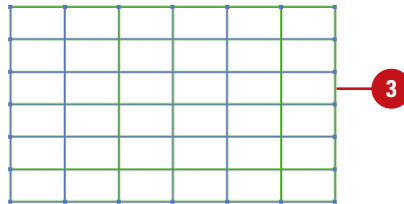
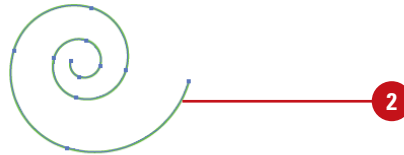
1 Select the **Magic Wand** tool on the Tools panel.

2 Click an object area to make a selection.

Depending on the options you selected in the Magic Wand panel, other objects with the same or similar attributes (fill color, stroke color, stroke weight, opacity, or blending mode) are selected.

3 To add to the selection, hold down the Shift key, and then click another unselected object.

To subtract from the selection, hold down the Alt (Win) or Option (Mac) key, and then click a selected object.



# Selecting and Grouping

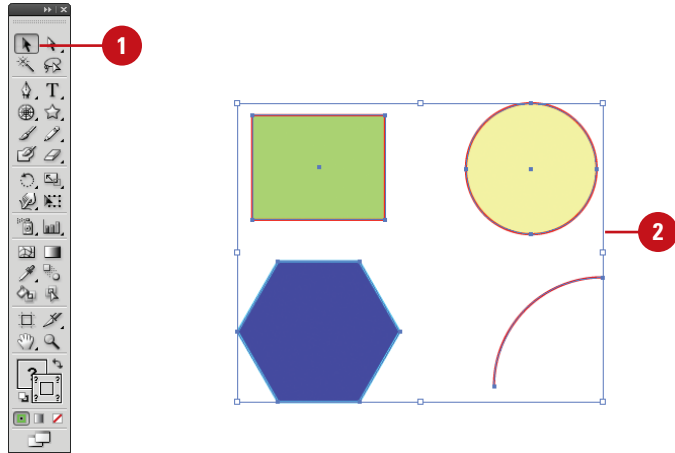


IL 2.4, 2.8

## Create a Group

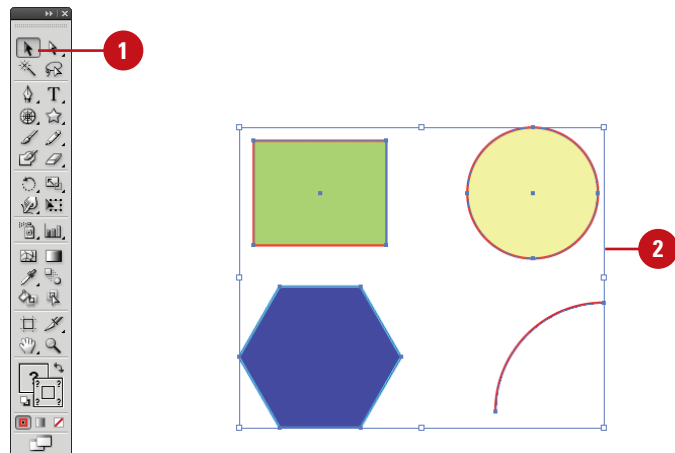
- 1 Select the **Selection** tool on the Tools panel.
- 2 Use a selection method to select the objects that you want in the group.
- 3 Click the **Objects** menu, and then click **Group**.
  - ◆ You can use the Group command again to group objects already in a group; this is known as a nested group.

Selecting and grouping objects makes it easier to work with multiple objects as if they were a single object. You can easily select, isolate, cut, copy, paste, move, recolor, and transform a grouped object. You can group all types of objects, yet still edit individual objects within the group as needed without having to ungroup them first by using Isolation Mode. Illustrator places a grouped object on the top level of the top object in the group and uses the same selection color. If you no longer need to group objects, you can ungroup them.



## Ungroup Objects

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select the grouped objects that you want to ungroup.
- 3 Click the **Objects** menu, and then click **Ungroup**.
  - ◆ If you have nested groups within an object, you can use the Ungroup command again to ungroup it.



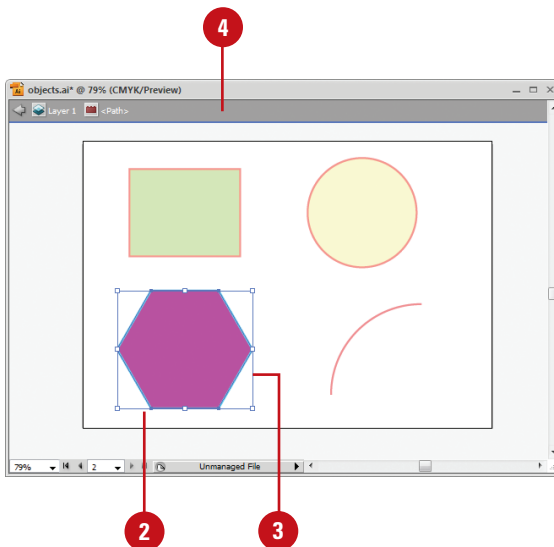


## Use Isolation Mode to Work with Groups

- 1 Select the **Selection** tool on the Tools panel.
- 2 Double-click a grouped object.
  - ◆ You need to click the **Isolate Selected Group** button on the Control panel or select the **Double-click to Isolate** check box in General preferences.

A gray bar appears with the name of the group at the top of the document window. All objects outside the group are dimmed out and uneditable. The words “Isolation Mode” also appear on the Layers panel.

- 3 Edit individual objects or add new objects to the group.
- 4 To exit Isolation Mode, click the gray bar.



# Selecting Similar Objects

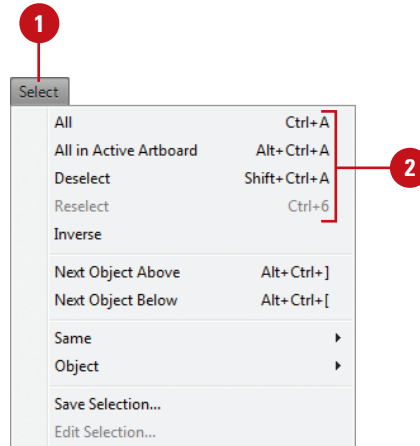


IL 2.8

## Use the Select Menu to Select Objects

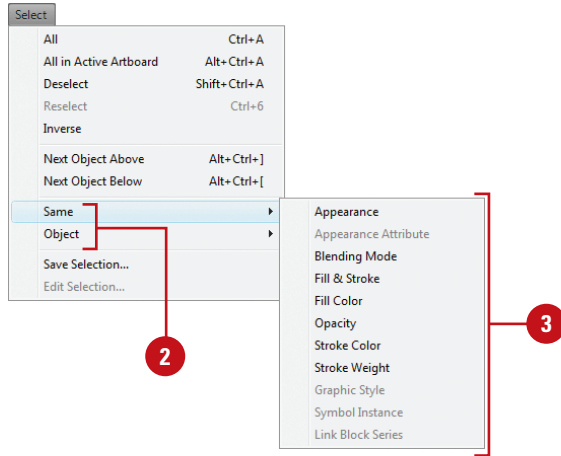
- 1 Click the **Select** menu.
- 2 Select the command that you want:
  - ◆ **All.** Selects all objects in the document.
  - ◆ **All in Active Artboard.** Selects all objects in the active artboard.
  - ◆ **Deselect.** Deselects all objects in the document.
  - ◆ **Reselect.** Reselects the most recent selection.
  - ◆ **Inverse.** Inverses the current selection.
  - ◆ **Next Object Above.** Selects the next object above the current selection.
  - ◆ **Next Object Below.** Selects the next object below the current selection.

The Select menu provides a variety of powerful selection commands for you to use in a document or artboard. In addition to the common commands, such as All, Deselect, and Inverse, you can also select objects whose attributes (including Appearance, Blending Modes, Fill & Stroke, Opacity, and Stroke Color) are similar to the current or last selection. For more selection power, you can select objects based on the object type (including All on Same Layers, Direction Handles, Brush Strokes, Clipping Masks, Stray Points, Text Objects).



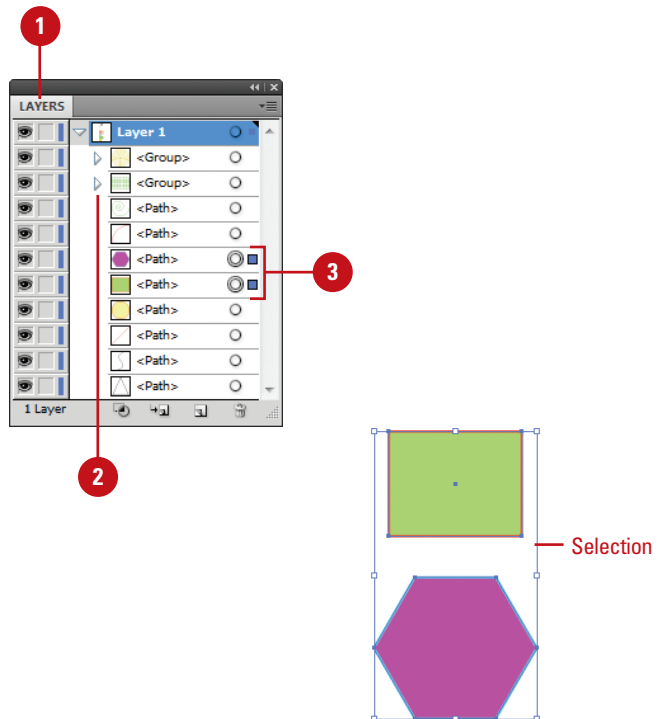
## Select Similar Objects or Object Attributes

- 1 Select an object on which to base the new selection or deselect all objects to base the new selection on the last selected object.
- 2 Click the **Select** menu, and then point to **Same** or **Object**.
- 3 Choose the command that you want to use to make a selection.



## Select Objects in the Layers Panel

- 1 Open the Layers panel.
- 2 Click the expand/collapse triangle to display the layer that you want to select.
- 3 Click the selection area on the right side of the layer in the Layers panel that has the object that you want to select.
  - ◆ You can also click the **Select** menu, point to **Object**, and then click **All on Same Layers** to select all on a layer.

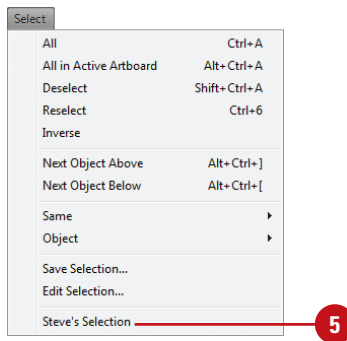
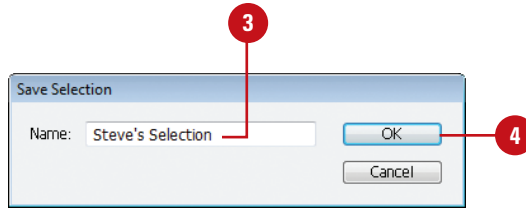


# Saving and Editing Selections

## Save and Use a Selection

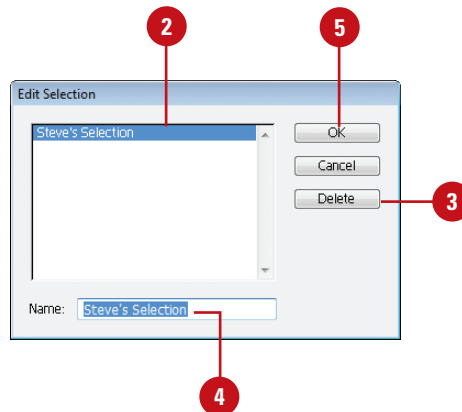
- 1 Make the selection that you want to save.
- 2 Click the **Select** menu, and then click **Save Selection**.
- 3 Enter a name for the selection.
- 4 Click **OK**.
- 5 Click the **Select** menu, and then click the name of the saved selection at the bottom of the menu.

If you frequently select the same elements in a document, you can save yourself some time by saving the selection with a name of your choice. After you save a selection, the saved selection name appears as a menu command at the bottom of the Select menu. When you need to make the same selection, simply choose the command. When you no longer use a saved selection, you can delete it.



## Edit a Saved Selection

- 1 Click the **Select** menu, and then click **Edit Selection**.
- 2 Select the saved selection that you want to rename or delete.
- 3 To delete a saved selection, click **Delete**.
- 4 To rename a saved selection, change the name in the Name box.
- 5 Click **OK**.



# Moving Objects

## Move an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects that you want to move.
- 3 Drag the edge of an object.
  - ◆ To constrain the movement of the object to multiples of 45 degrees or the current angle in General preferences, hold down the Shift key as you drag.
  - ◆ If the path has a color fill, appears in Preview mode, and the Object Selection by Path Only check box is deselected in Selection & Anchor Display preferences, you can also click the fill to select the object.

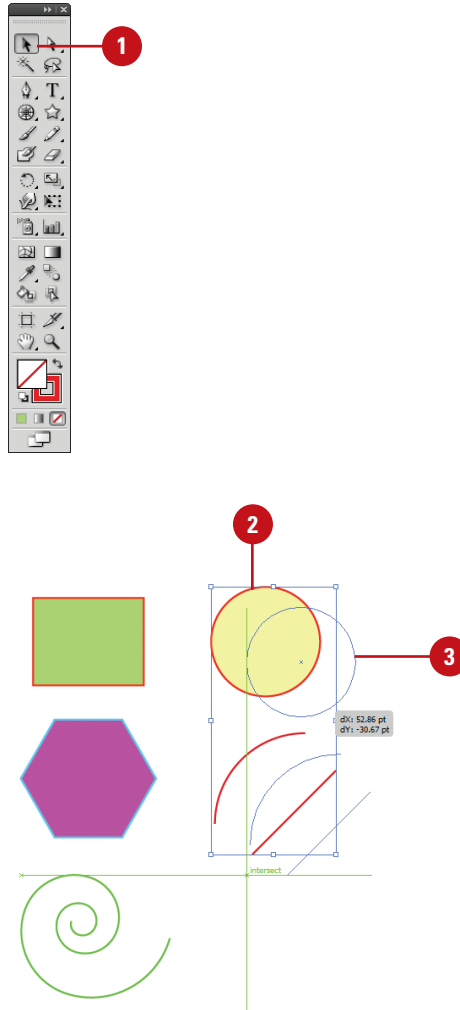
### Did You Know?

**You can delete an object.** Select the object that you want to delete, and then press Delete, or click the Edit menu, and then click Clear.

### See Also

See “Using Smart Guides” on page 50 for more information on setting Smart Guide preferences and using Smart Guides.

Moving an object or group of objects is very easy. The simplest way is to drag the edge of an object in Outline or Preview view. If you want to constrain the movement of the object in multiples of 45 degrees, then use the Shift key as you drag. While you drag an object, Smart Guides appear automatically to make it easier for you to align objects with other objects.

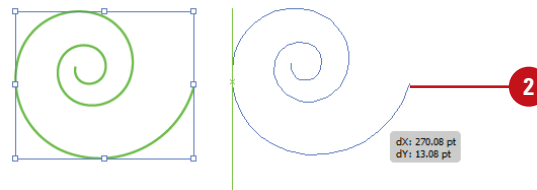


# Duplicating Objects

## Duplicate Objects

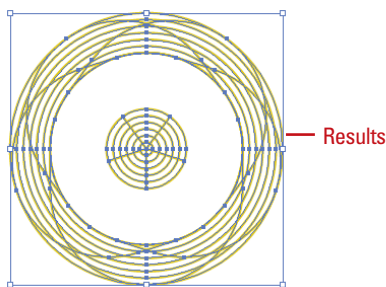
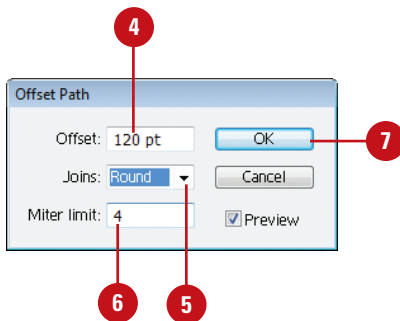
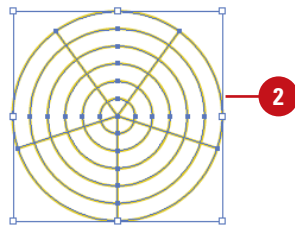
- 1 Select the **Selection** tool on the Tools panel.
  - ◆ If the object is in a group, select the **Direct Selection** tool on the Tools panel.
- 2 Use any of the following methods:
  - ◆ **Same Document.** Hold down **Alt** (Win) or **Option** (Mac), and then drag the edge or fill of the object.
  - ◆ **Different Documents.** Open the documents side by side, and then drag the edge or fill of the object from one document to another.
  - ◆ **Clipboard.** Select the object, click the **Edit** menu, and then click **Copy**. Click in the target document or artboard, click the **Edit** menu, and then click **Paste**, **Paste in Front**, or **Paste in Back**.
  - ◆ **Keyboard.** Select the object, press **Control** (Win) or **Command** (Mac) key, and then use one of the **Arrow** keys to move the duplicated object in the direction you want. The duplicate object moves away from the original object based on the current keyboard increment value in **General** preferences.

Duplicating objects can be a powerful way of creating geometrical artwork. You can duplicate one or more selected objects by dragging them, using **Arrow** keys, copying to and pasting from the **Clipboard**, or using the **Offset Path** command. The **Offset Path** command duplicates a path (along with fill and stroke attributes) and places it on the artboard based on the offset distance specified in the **Offset Path** dialog box. The duplicate path is reshaped to fit around the original path.



## Duplicate Objects Using an Offset

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select an object.
- 3 Click the **Object** menu, point to **Path**, and then click **Offset Path**.
- 4 Enter the distance you want to offset the duplicate path from the original object.
- 5 Click the **Joins** list arrow, and then select a bend style: **Miter** (pointed), **Round** (circular), or **Bevel** (square-cornered)
- 6 You can set a limit (1-500) to determine when a mitered corner changes into a beveled corner. A low number creates a more beveled corner, while a high number creates a sharper corner.
- 7 Click **OK**.



# Aligning and Distributing Objects

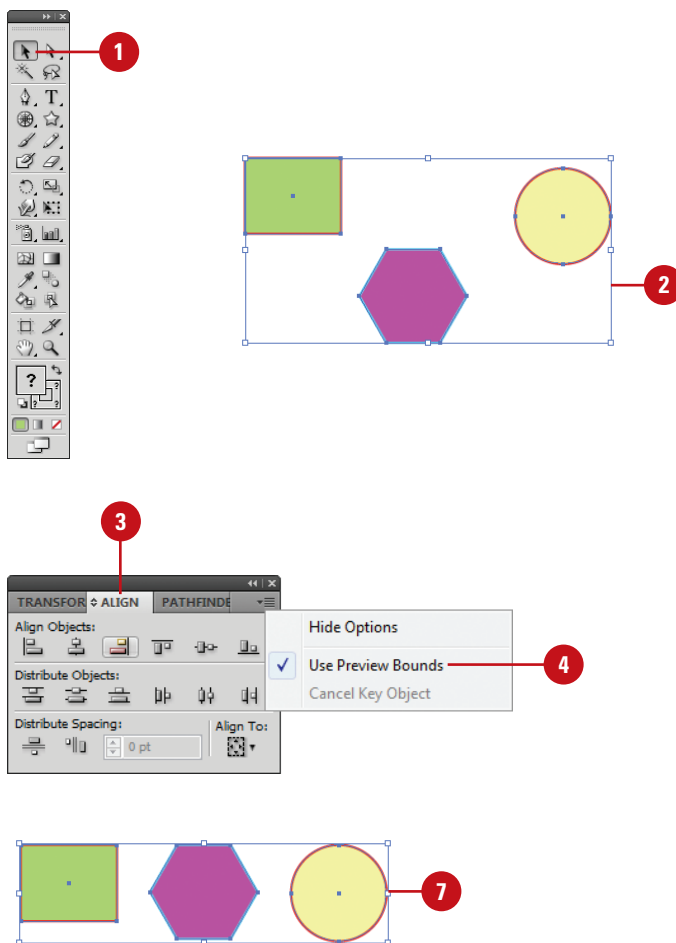


IL 2.7

## Align or Distribute Objects

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select two or more objects to align them or select three or more objects to distribute them.
- 3 Select the **Align** panel or click **Align** on the Control panel.
- 4 Click the **Options** menu, and then click **Use Preview Bounds**. A checked option uses the object's stroke weight and any applied effects when aligning or distributing.
- 5 If you want to align objects along the edges of the artboard, click the **Align To** menu on the Align or Control panel, and then click **Align to Artboard**. Objects are moved on the artboard based on the alignment or distribution command to the closest edge (top and bottom, or left and right).
- 6 If you want to align objects to a key object, click an object to make it the key object (a thick blue outline appears and the **Align To Key Object** option is selected in the Align and Control panel).
- 7 Use the alignment and distribution buttons on the Align or Control panel.

In addition to using grids and guides to align objects to a specific point, you can align a group of objects to each other. The Align panel buttons make it easy to align two or more objects relative to each other or to the page. To evenly align several objects to each other across the document, either horizontally or vertically, select them and then choose a distribution option. Before you select an align command, specify how you want Illustrator to align the objects. You can align the objects in relation to the document or to the selected objects. If you want to align all the objects to another object, you can select and use a key object (**New!**), before you select an alignment option.





# Transforming Objects



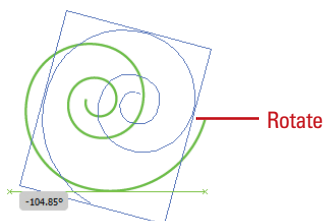
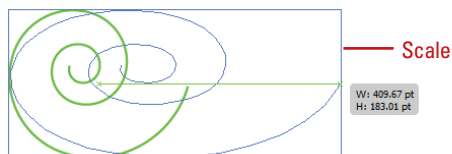
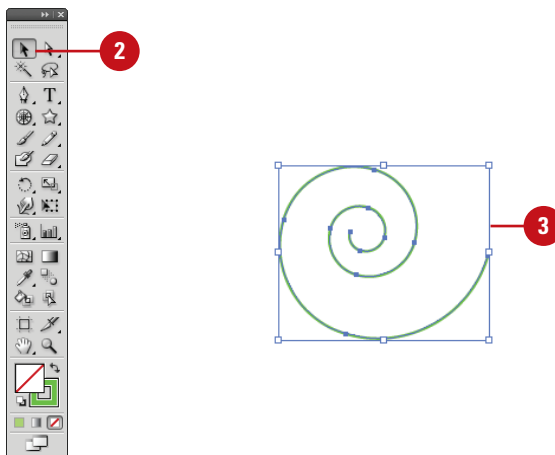
IL 2.9

## Transform an Object with the Bounding Box

- 1 Click the **View** menu, and then click **Show Bounding Box** to display it.
- 2 Select the **Selection** tool on the Tools panel.
- 3 Select one or more objects to transform.
- 4 Use any of the following methods:
  - ◆ **Scale.** Drag a corner handle to scale along two axes; drag a side handle to scale along one axis; Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
  - ◆ **Reflect.** Drag a side handle all the way across the object to the other side.
  - ◆ **Rotate.** Point slightly outside a corner handle (pointer changes to a double arrow), and then drag in a circular motion.

To rotate an object 180 degrees, drag a corner handle diagonally all the way across the object.

The easiest way to transform an object is to use the bounding box. With the bounding box, you can quickly scale (resize), reflect (mirror), and rotate an object. However, you cannot copy an object or move the reference point. As you drag to transform an object, you can use keyboard keys to alter the results of a transformation. Experiment with the different options to create some new results.



# Using the Free Transform Tool



IL 2.9

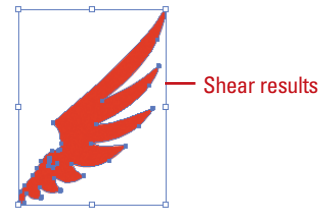
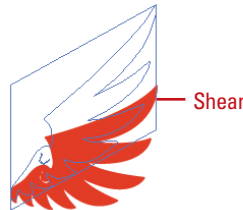
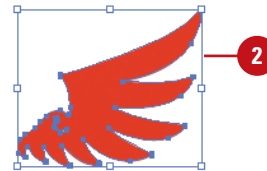
## Transform an Object with the Free Transform Tool

- 1 Select the **Free Transform** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Use any of the following methods:
  - ◆ **Scale.** Drag a corner handle to scale along two axes; drag a side handle to scale along one axis; Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
  - ◆ **Reflect.** Drag a side handle all the way across the object to the other side.
  - ◆ **Rotate.** Point slightly outside a corner handle (pointer changes to a double arrow), and then drag in a circular motion. To rotate in 45 degree increments, Shift-drag.

To rotate an object 180 degrees, drag a corner handle diagonally all the way across the object.

- ◆ **Shear.** Drag a side handle and then hold down Ctrl (Win) or Command (Mac) as you continue to drag. To constrain the movement, also press Shift. To shear from the center, also press Alt (Win) or Option (Mac).

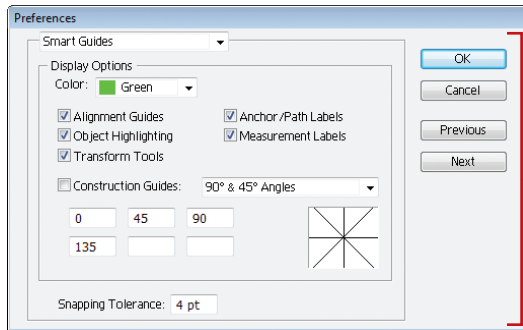
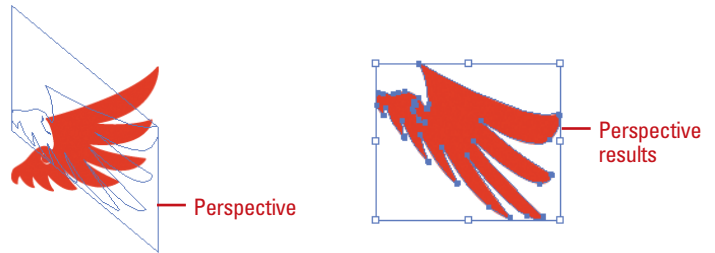
The Free Transformation tool allows you to rotate, scale (resize), reflect (mirror image), or shear (slant) an object. In addition, you can apply perspective and distortion to an object. However, you cannot copy an object or move the reference point. As you drag to transform an object, you can use keyboard keys to alter the results of a transformation. To help you align the results the way you want, you can use Smart Guides to make it easier.



- ◆ **Perspective.** Drag a side handle and then hold down Ctrl+Alt+Shift (Win) or Command+Option+Shift (Mac) as you continue to drag.
- ◆ **Distort.** Drag a corner handle and then hold down Ctrl (Win) or Command (Mac) as you continue to drag.

4 To use Smart Guides as you transform an object:

- ◆ Select the **Transform Tools** check box in Smart Guides preferences.
- ◆ Click the **View** menu, and then click **Smart Guides** to display them.
- ◆ As you drag to transform an object, smart guides appear in your document, which you can use to align the transformed object.



# Rotating and Scaling Objects

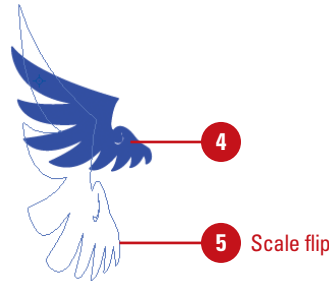
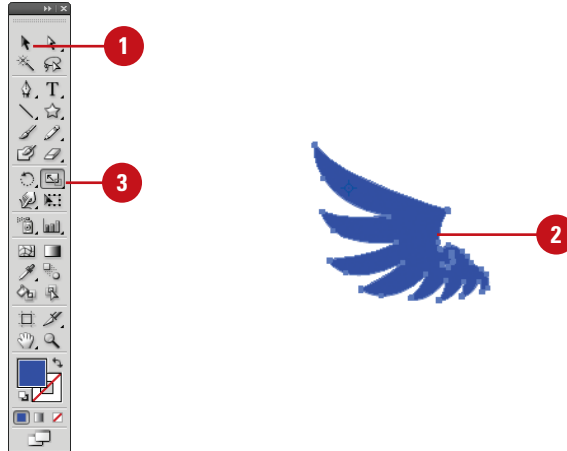


IL 2.9

## Rotate or Scale an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Select the **Rotate** or **Scale** tool on the Tools panel.
- 4 To move the reference point, click a new point.
- 5 Use the appropriate method:
  - ◆ **Rotate.** Drag in a circular motion. To rotate in 45 degree increments, Shift-drag.
  - ◆ **Scale.** Drag away from or toward the object. Shift-drag to scale proportionally; hold down Alt (Win) or Option (Mac), and then drag to scale from the center. Also hold down Shift to scale from the center proportionally.
  - ◆ **Scale and Flip.** Drag across the entire object.
  - ◆ **Scale and Copy.** Hold down Alt+Shift (Win) or Option+Shift (Mac), and then drag.
- 6 To rotate or scale an object using exact values or percentages, use the Transform panel. If the Transform panel is not visible, select it from the Window menu.

After you create an object, you can change its orientation by rotating it or change its size by scaling it. For a freeform rotation, when you want to rotate the object in other than 90 or 180 degree increments, you can use the Rotate tool. To resize an object, either smaller or larger, you can use the Scale tool. With either tool, you can transform the object from its center or the reference point. To rotate or scale an object using exact values or percentages, use the Transform panel, which is available on the Control panel or Window menu.



# Reflecting and Shearing Objects

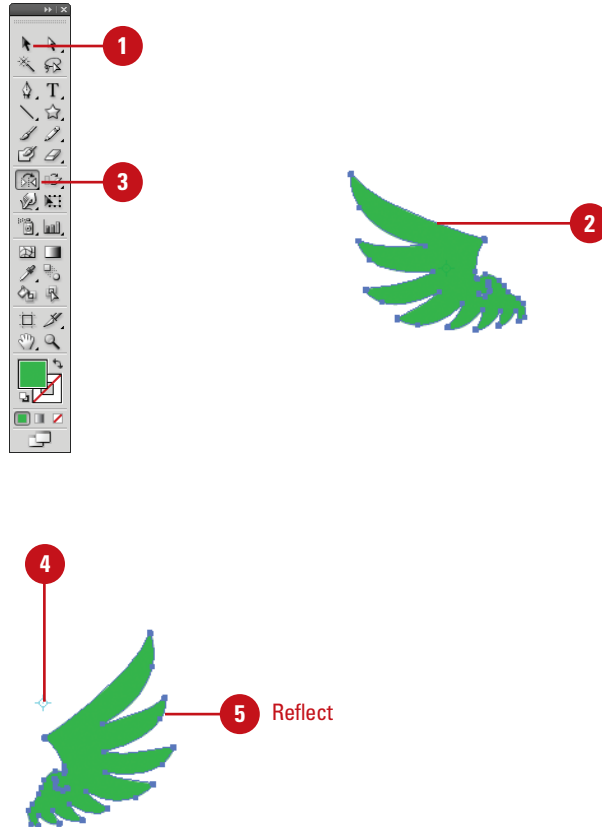


IL 2.9

## Reflect or Shear an Object

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Select the **Reflect** or **Shear** tool on the Tools panel.
- 4 To move the reference point, click a new point.
- 5 Use the appropriate method:
  - ◆ **Reflect.** Click to establish a reference point, and then click again to establish the axis of reflection.
  - ◆ **Shear.** Drag away from the object.
- 6 To reflect or shear an object using exact values or percentages, use the Transform panel.

The Reflect and Shear tools on the Tools panel allow you to be creative as you transform an object. The Reflect tool creates a mirror image of an object, while the Shear tool creates a slanted image of an object. To reflect or shear an object using exact values or percentages, open the Transform panel, which is available on the Control panel or Window menu.



# Applying Multiple Transformations

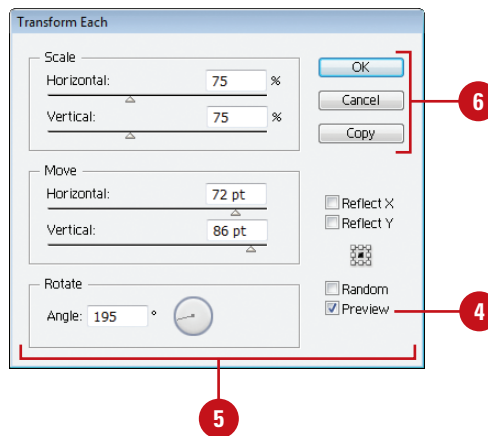
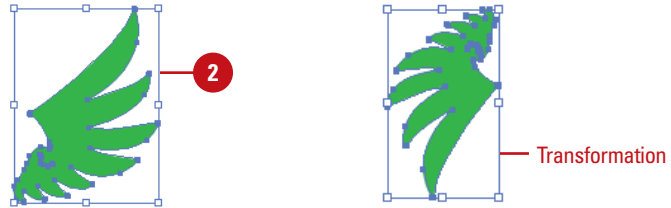


IL 2.9

## Use the Transform Each Command

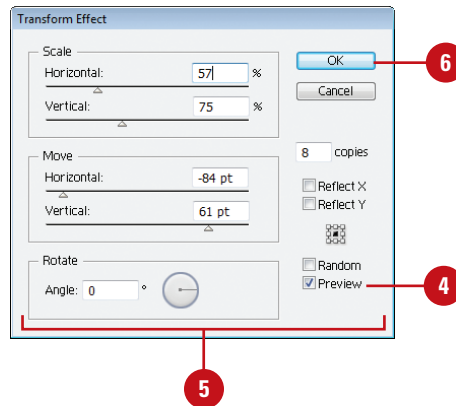
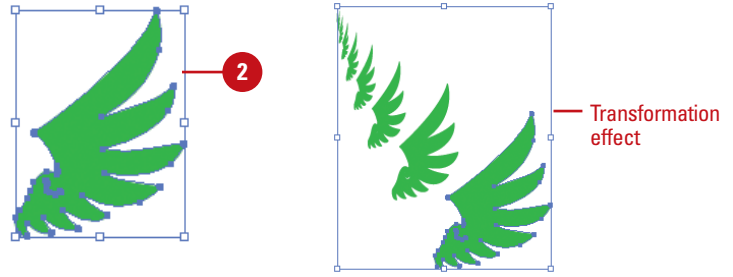
- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Click the **Object** menu, point to **Transform**, and then click **Transform Each**.
- 4 Select the **Preview** check box to view your changes on the selected object.
- 5 Do any of the following:
  - ◆ **Scale Horizontal or Vertical.** Drag the slider or enter a percentage to scale objects from their reference point.
  - ◆ **Move Horizontal or Vertical.** Drag the slider or enter a percentage to move objects left or right and up or down.
  - ◆ **Rotate Angle.** Enter a rotate angle or drag the dial.
  - ◆ **Reflect X or Y.** Select to create a mirror reflection of the objects.
  - ◆ **Reference Point.** Click a square to change the reference point.
  - ◆ **Random.** Select to apply random transformations using the values in the dialog box.
- 6 Click **OK** or **Copy** (creates a copy and applies the transformation).

The Transform Each command allows you to transform multiple objects relative to their individual reference points instead of a single reference point. With the Transform Each command, you can scale or move objects horizontally or vertically, rotate objects by a specific angle, and create a mirror reflection of the objects. If you want to create a unique effect, you can also have Illustrator apply random transformations. You can also use the Transform Effect command to create similar effects, which you can modify.



## Use the Transform Effect

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to transform.
- 3 Click the **Effect** menu, point to **Distort & Transform**, and then click **Transform**.
- 4 Select the **Preview** check box to view your changes on the selected object.
- 5 Do any of the following:
  - ◆ **Scale Horizontal or Vertical.** Drag the slider or enter a percentage to scale objects from their reference point.
  - ◆ **Move Horizontal or Vertical.** Drag the slider or enter a percentage to move objects left or right and up or down.
  - ◆ **Rotate Angle.** Enter a rotate angle or drag the dial.
  - ◆ **Copies.** Enter the number of copies you want.
  - ◆ **Reflect X or Y.** Select to create a mirror reflection of the objects.
  - ◆ **Reference Point.** Click a square to change the reference point.
  - ◆ **Random.** Select to apply random transformations using the values in the dialog box.
- 6 Click **OK**.
- 7 To edit the transformation, select the object, and then click **Transform** on the Appearance panel.



## For Your Information

### Repeating a Transformation

The Transform Again command allows you to quickly repeat the last transformation with the last-used values on a selected object. To use the command, transform and select an object or group, click the Object menu, point to Transform, and then click Transform Again or press Ctrl+D (Win) or Command+D (Mac).

# Reshaping Objects with Envelopes

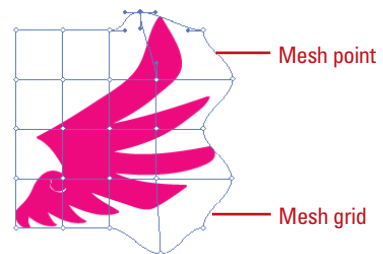
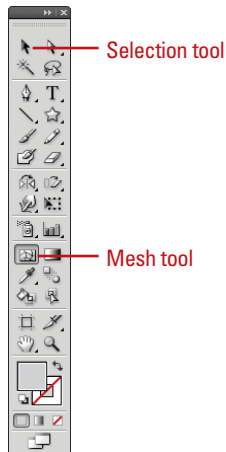
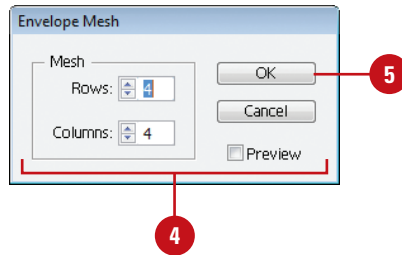
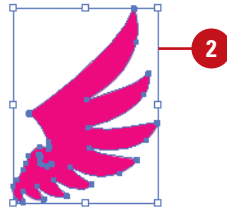


IL 6.2, 6.7

## Distort Objects with an Envelope

- 1 Select the **Selection** tool on the Tools panel.
- 2 Select one or more objects to reshape.
- 3 Click the **Object** menu, point to **Envelope Distort**, and then click one of the following:
  - ◆ **Make With Warp.** Uses a preset warp shape.
  - ◆ **Make with Mesh.** Uses a rectangle grid.
  - ◆ **Make With Top Object.** Uses an object as the shape of the envelope. The object needs to be at the top of the stacking order.
- 4 Specify the options you want for the envelope type; select the **Preview** check box to view your changes on the selected object.
- 5 Click **OK**.
- 6 Do any of the following:
  - ◆ **Reshape.** Select the **Selection** or **Mesh** tool, and then drag any anchor points.
  - ◆ **Delete Anchor Points.** For a mesh grid, Select the **Selection** or **Mesh** tool, select an anchor point, and then press Delete.
  - ◆ **Add Anchor Points.** For mesh grid, select the **Mesh** tool, and then click on the grid.

Envelopes are objects you can use to reshape other objects, except graphs, guides, or linked objects. You can use one of the built-in envelopes or create your own out of an existing object. The built-in envelopes use warp shapes or a mesh grid as the object. After you apply an envelope, you can edit the original object or the envelope (anchor points), separately, using the Selection and Mesh tools on the Tools panel.





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