

Georgian College - Adobe Illustrator Basic

Adobe Illustrator - Document Setup

New Document (apple + N): This opens a new document window where you can set up your new artwork.

Open Document (apple + O): You can open many different files in Illustrator. Only vector images will be editable when using Illustrator to make changes to a file. You can also output the images as pixelated images.

Close Document (apple + W): This closes the current document window you are working on.

Save As (apple + shift + S): When saving your document for the first time (or when you wish to save it as something different) you need to give your document a name and choose a file format in which to save it under.

There are several formats (file extensions):

PDF: Adobe Portable Document Format - save for print and viewing

AI: Adobe Illustrator File - most commonly used for working files

EPS: Encapsulated Postscript - saving images for use in another imaging program

AIT: Illustrator Template - saves library items you commonly use

SVG: Scalable Vector Graphic - saving images for web and computer applications

SVGZ: Compressed SVG - compressed version for web

When saving your document you want to make sure you name it something that will describe exactly what is in your document (pic1, document1, test1 are not good file names). You can use up to 31 characters to name your document letters, numbers, special characters excluding (colon [:], forward and backward slashes [/ and \], and the pipe character [|]). Also try not to use @ symbol because it could be confused as an email address.

Always include file extensions when saving your work.

Save (apple + S): Saves your work in progress. Using this will save over your old work.

Save a Copy (apple + option + S): This saves a copy of your work where you can change the name and file formats.

Save for Web (apple + shift + option + S): Save images for the web in formats view able on the internet.

Change Document Setup (apple + option + P): This allows you to change the aspect of your document as you are working with a file.

Revert (File -> Revert): Revert to your last saved file. This option is not reversible.

Exporting File (File -> Export ...): This option gives you more file formats in which to save your document.

File Info (File -> File Info ...): Over time you will gather many Illustrator files and you may even name them in similar fashions. This option allows you to add information about your document without actually typing on the page.

Placing Images (File -> Place...): You can place images (that are in different formats) right into Illustrator.

Edit Preferences (apple + K): This is where you can change parts of the program to meet your needs. This option will bring up a dialog box that will allow you to change everything from: General, Type & Auto Tracing, Units & Undo, Guides & Grid, Smart Guides & Slices, Hyphenation, Plugins & Scratch Disks, Files & Clipboard and Workgroups.

Keyboard Shortcuts (apple + shift + option + K): View and change Illustrator shortcuts.

Undo last action: apple + Z

Redo last action: apple + shift + Z

Copy: apple + C

Cut: apple + X

Paste: apple + V

Paste in Front: apple + F

Paste in Back: apple + B