



University Information  
Technology Services

# Illustrator CC 2014 Essential Skills

Adobe Illustrator Creative Cloud 2014

University Information Technology Services

Training, Outreach, Learning Technologies & Video Production

---

**Copyright © 2015 KSU Division of University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

**Published by Kennesaw State University – UITs 2015**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

---

# University Information Technology Services

## Illustrator CC 2014 Essential Skills Adobe Illustrator Creative Cloud 2014

### Table of Contents

Introduction .....	5
About Vector Graphics.....	5
Learning Objectives.....	5
Opening Illustrator .....	6
Opening a New Document.....	6
Exploring the Workspace .....	7
Illustrator Tools and Shortcuts.....	8
Keyboard shortcuts for drawing .....	9
Using Color in Illustrator .....	10
Applying Color to an Object .....	11
Pen Tools.....	11
Pen Tool .....	12
Add Anchor Point Tool .....	14
Delete Anchor Point Tool.....	15
Anchor Point Tool .....	16
Selection Tools .....	17
Selection Tool.....	17
Direct Selection Tool.....	20
Group Selection Tool .....	21
Magic Wand Tool .....	22
Lasso Tool.....	23
The Line Tools .....	23
Line Segment Tool.....	24
Arc Tool .....	26
Spiral Tool .....	26

Rectangular Grid Tool .....	27
Polar Grid Tool .....	28
The Pencil Tools .....	28
Pencil Tool.....	29
Edit Paths .....	30
Smooth Tool.....	32
Path Eraser Tool .....	32
Creating Basic Shapes .....	33
Rectangle Tool.....	33
Rounded Rectangle Tool.....	34
Ellipse Tool .....	35
Polygon Tool.....	36
Star Tool .....	37
The Eraser Tool .....	38
Shape Builder Tool .....	39
Live Paint Bucket Tool.....	41
Changing the Background Color of an Artboard.....	42
Text.....	44
Point Type .....	44
Area Type .....	45
Adding Text to a Path.....	45
Adding Text on a Closed Shape.....	46
Saving a file .....	47
Printing.....	49
Resources .....	50
Additional Help .....	50

## **Introduction**

Illustrator is a vector graphic editing program by Adobe. This booklet is designed to introduce you to the essential skills you will need to get started using some of the basic Illustrator tools. These instructions were created using Illustrator CC 2014 for Windows; the Mac OS X version is similar.

## **About Vector Graphics**

Vector graphics are made up of lines and curves called vectors. They are resolution-independent, meaning they can be scaled to any size and printed at any resolution without losing detail. You can move, resize, or change the color of vector objects without losing the quality in the graphic.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Recognize Illustrator Terminology
- Locate tools, panels, bars, and windows in the workspace
- Learn how to use the pen, selection, line, pencil, basic shapes, eraser, and shape builder tools
- Create text by itself or on a path of an object
- Save files in different versions or formats

[Click here to download full PDF material](#)