



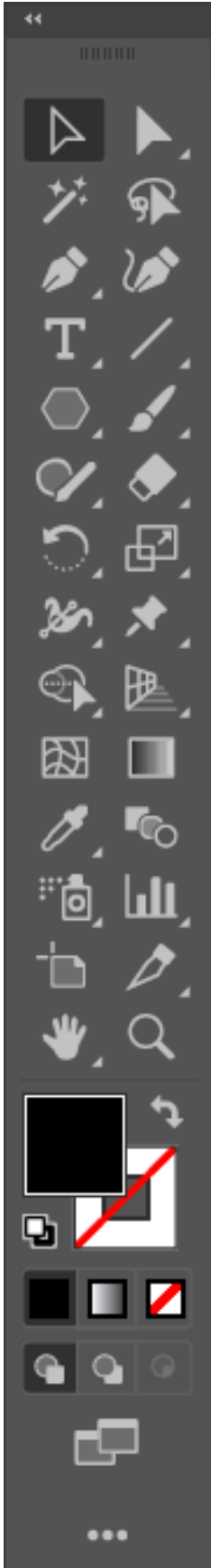
Communication Lab

Illustrator Workshop Cheatsheet
June 20th 2019

Presented by Luis Ortiz



Toolbar



Selection: Selects individual objects & groups of objects. Double-click on a group to enter *isolation mode* and modify individual members without ungrouping them.



Direct Selection: Selects individual components of objects. Use this to directly select individual points, line segments, etc.



Group Selection: Selects individual members of a group. A single click selects 1 member, an additional click will select all other members of that sub-group.



Pen: Click to drop points to draw complex paths & closed shapes. Click and drag to draw curved paths. Can also be used to add or remove points from existing paths & shapes.



Text: Adds text. Single click will drop filler text in a text box of unspecified size. Click and drag to draw a text box of a particular size.



Line Segment: Click and drag to draw line segments. Sub-tools include arc, spiral & grids.



Shape: Click and drag to draw different shapes. Sub-tools include **Rectangle, Rounded Rectangle, Ellipse, Polygon, Star, & Flare.**



Brush: Click and drag to draw paths with various brush effects applied.



Rotate: Click and drag to rotate a selected path, object, or group. Sub-tool includes **Reflect**, which can be used to reflect about a specified axis.



Scale: Click and drag to increase or decrease the size of a selected path, object, or group.



Shape Builder: With 2 or more objects selected, click to generate a new shape based on the overlap of the original shapes selected. Click and drag to specify additional components to include in the new shape that is built.



Gradient: Applies a gradient fill to objects. These fills can be linear, radial, or multi-point.



Eye Dropper: Picks up information from a source path, object, or image, and applies specified attributes to another path or object. Double click on the tool to specify which parameters are picked up/applied.



Blend: Click on 2 items to create a blend effect between them. Double click on the tool to specify the parameters for the blend.

Alignment Tools



Alignment Specification: Specifies how to align the items currently selected. These can be aligned to all items currently selected (**Align to Selection**), a single item (**Align to Key Object**), or to the artboard itself (**Align to Artboard**).



Horizontal Align Left



Horizontal Align Middle



Horizontal Align Right



Vertical Align Left



Vertical Align Middle



Vertical Align Right

Alignment: Use these buttons to align multiple items across the horizontal or vertical axis.



Vertical Distribute Top



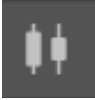
Vertical Distribute Middle



Vertical Distribute Bottom



Horizontal Distribute Left



Horizontal Distribute Middle



Horizontal Distribute Right

Distribution: Use these buttons to evenly space multiple items across the horizontal or vertical axis.

Keyboard Shortcuts

Function	Windows Shortcut	MacOS Shortcut
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Shift + Z	Command + Shift + Z
Copy	Ctrl + C	Command + C
Paste	Ctrl + V	Command + V
Paste In Place	Ctrl + F	Command + F
Duplicate	Ctrl + D	Command + D
Group	Ctrl + G	Command + G
Ungroup	Ctrl + Shift + G	Command + Shift + G
Selection Tool	V	V
Direct Selection Tool	A	A
Zoom In	Ctrl +	Command +
Zoom Out	Ctrl -	Command -
Center Artboard View	Ctrl + 0	Command + 0
Pan Around Artboard	Hold Space While Dragging	Hold Space While Dragging
Draw From Center	Hold Alt While Dragging	Hold Alt While Dragging
Increase Font Size	Ctrl + Shift + >	Command + Shift + >
Decrease Font Size	Ctrl + Shift + <	Command + Shift + <
Bring To Front	Ctrl + Shift +]	Command + Shift +]
Bring Forward	Ctrl +]	Command +]
Send To Back	Ctrl + Shift + [Command + Shift + [
Send Backward	Ctrl + [Command + [
Create a Duplicate	Hold Alt While Dragging	Hold Alt While Dragging
Restrict Movement / Rotation	Hold Shift While Dragging	Hold Shift While Dragging
Move Item	← → ↑ ↓	← → ↑ ↓
Move Item [Larger Increment]	While Holding Shift ← → ↑ ↓	While Holding Shift ← → ↑ ↓
Show/Hide Rulers	Ctrl + R	Command + R
Show/Hide Guides	Ctrl + ;	Command + ;

Useful Resources

BDC Communication Lab Site - <http://blogs.bu.edu/bdcommlab/>

Additional Reading

- **Trees, Maps, and Theorems** by Jean-luc Doumont - <http://www.principiae.be/book/>
- **Visual Strategies: A Practical Guide to Graphics for Scientists and Engineers** by Angela DePace & Felice Frankel - <https://felicefrankel.com/felice-frankel-book/visual-strategies/>
- **Adobe Keyboard Shortcuts (Full List)** - <https://adobe.ly/2MKkJti>

Additional Illustrator Training

- **Brandeis Communication Lab Illustrator Workshop** - <https://youtu.be/4HOa0jxt7L0>

Icons & Glyphs

- **Font Awesome** - <https://fontawesome.com/>
- **Font Awesome Cheat Sheet** - <https://fontawesome.com/cheatsheet?from=io>
- **GlyphSearch** - <https://glyphsearch.com/>
- **We Love Icon Fonts!** - <https://weloveiconfonts.com/>
- **Flat Icon** - <https://www.flaticon.com/>

High-Resolution Stock Photos

- **Pexels** - <https://www.pexels.com/>
- **Pixabay** - <https://pixabay.com/>
- **StockSnap** - <https://stocksnap.io/>
- **Unsplash** - <https://unsplash.com/>
- **DeathtoStock** - <https://deathtothestockphoto.com/>
- **Raw Pixel** - <https://www.rawpixel.com/>

Color Themes & Palette Generators

- <https://colorhunt.co/>
- <http://colormind.io/>
- <https://colors.co/>
- <https://mycolor.space/>
- <http://paletton.com/>
- <https://colorsupplyyy.com/app/>
- <http://colorsafe.co/>
- <https://www.0to255.com/>
- <https://flatuicolors.com/>