

**CHAPTER 2**  
InFocus**NAVIGATING ILLUSTRATOR**

The wide range of tools and settings available in Illustrator have been sorted into categories, with each category displayed in its own **panel**. Panels can be displayed or hidden, docked, floated, or moved around the screen, allowing you to always have the required tools in the most convenient location in your workspace.

When working on a project you will need to know how to not only navigate between tools and panels but also different parts of your document. There are several ways to do this, including zooming and using tools and panels. You can also create your own custom views. In this chapter you will learn how to set up your workspace and use the navigation tools and methods.

**In this session you will:**

- ✓ gain an understanding of the panel dock, panels and panel groups
- ✓ learn how to display and hide panels and panel groups
- ✓ learn how to float and dock panels
- ✓ gain an overview of the tools on the **Tools** panel
- ✓ learn how to work with the **Tools** panel
- ✓ gain an understanding of workspaces
- ✓ learn how to select and save a workspace
- ✓ learn how to work with the tools and options on the **Control** panel
- ✓ learn how to navigate the canvas using the **Hand** tool
- ✓ learn how to use the **Navigator** panel
- ✓ learn how to change document views
- ✓ learn how to use the **Zoom** tool
- ✓ learn how to create and use custom views.

# UNDERSTANDING PANELS

Much of the work you do in Illustrator will involve accessing panels and using panel options to edit your art and to work with objects. The most commonly-used panels are accessed via the

**panel dock** on the right side of the Illustrator window. However, you can also add and remove panels as required. All panels can be displayed by selecting the panel from the **Window** menu.

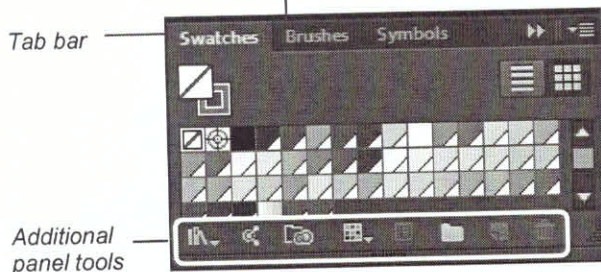
## The Panel Dock

The **panel dock**, located by default along the right edge of the window, contains some of the most commonly used **panels** and **panel groups**. The panels and panel groups displayed depend on which workspace is currently selected. A panel group is a group of related panels that appear together. For example, if you open the **Swatches** panel (shown below) you will see three **panel tabs** on the **tab bar**: **Swatches**, **Brushes** and **Symbols**. These panels are in the same group on the panel dock.

The panel dock contains the more commonly-used panels and panel groups

Panel group

**Panel tabs:** click on a panel tab to display the panel within that panel group



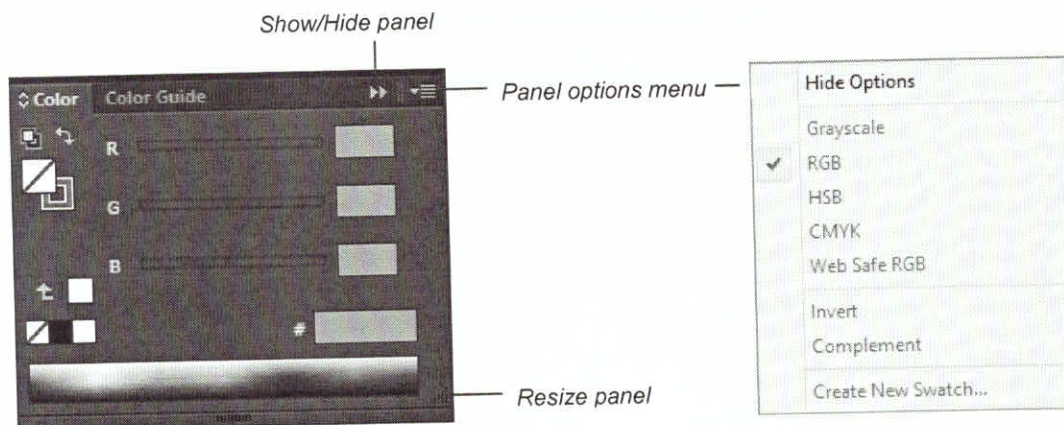
## The Window Menu

If you need to use a panel that is not located in the **panel dock**, you can access it from the **Window** menu. When you select a panel from the **Window** menu, the panel will appear undocked (or 'floating') in your document window.

## The Anatomy Of A Panel

Each panel contains a range of options for editing a specific element of your artwork. For example, the **Stroke** panel contains options for modifying and working with **strokes** (outlines).

While the appearance of each panel differs, there are some elements that are common to all panels (shown below). You need to be aware of these common elements so that you can work with panels and panel options effectively.



# DISPLAYING AND HIDING PANELS

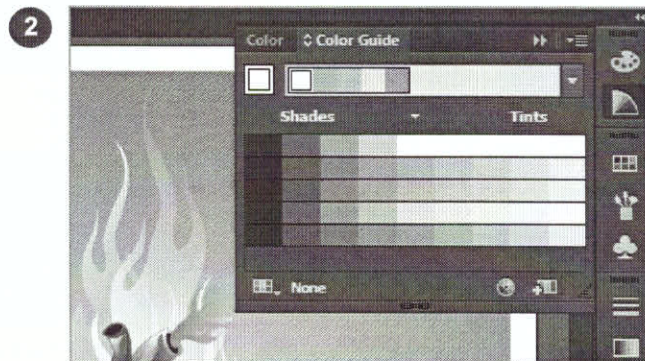
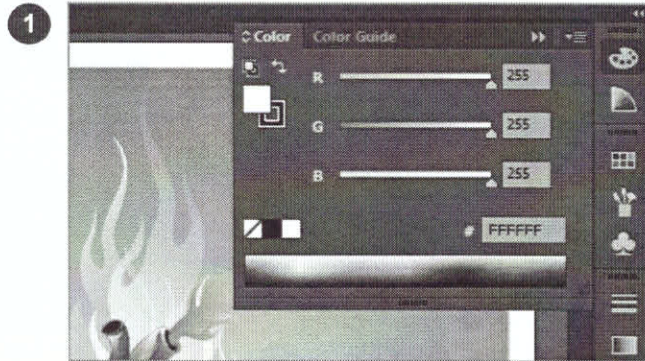
The **panel dock** is located on the right side of the Illustrator screen, and contains a number of panels and panel groups for commonly used editing tools. A **panel group** consists of two or

more related panels. Each panel on the panel dock is grouped with other panels. Panel groups are separated by a black line. You can display and hide panels via the panel dock or the **Window** menu.

## Try This Yourself:

Before starting this exercise you **MUST** open the file *IL1402 Navigating\_1.ai...*

- 1 Click on **Colour** in the panel dock  
*The Colour panel will be displayed (expanded)...*
- 2 Click on the **Colour Guide** tab of the **Colour** panel  
*The Colour Guide panel is another panel that is part of this group. Notice that Colour Guide is also selected in the panel dock...*
- 3 Click on the double arrow in the tab bar of the **Colour Guide** panel to hide (collapse) the panel
- 4 Select **Window > Navigator** to display the **Navigator** panel  
*The Navigator panel will appear floating on your screen. Let's display another panel...*
- 5 Select **Window > Pathfinder** to display the **Pathfinder** panel  
*The Pathfinder panel is displayed*



## For Your Reference...

To **display** a panel:

- Click on the panel in the panel dock, or Select **Window > panel name**

To **hide** a panel:

- Click on the double arrow in the title bar of the panel

## Handy to Know...

- You can display or hide all panels, including the **Tools** and **Control** panels, by pressing **Tab**.
- To hide or display the panel dock and all other open panels (but not the **Tools** and **Control** panels), press **Shift + Tab**.

# FLOATING AND DOCKING PANELS

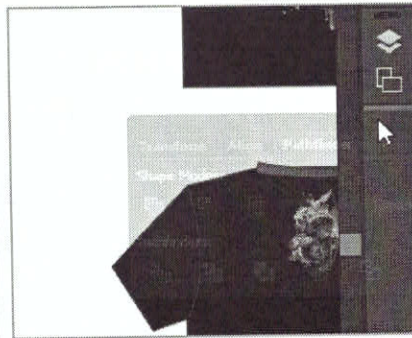
You may find that as you work with Illustrator you want to customise the workspace to suit your needs. This might include ensuring that only the panels that you use often are located

permanently on the panel dock, thus speeding up document production. As well as displaying and hiding panels, you can dock panels to the panel dock, and float panels elsewhere on your screen.

## Try This Yourself:

Continue using the previous file with this exercise...

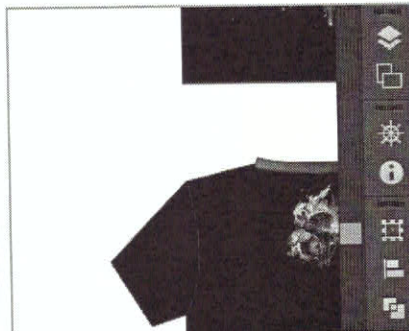
- 1 Click and hold the left mouse button on the title bar of the **Pathfinder** panel
- 2 Drag the panel below the last tool in the panel dock until a blue horizontal line appears
- 3 Release the mouse button to dock the panel group
- 4 Repeat steps 1 to 3 to dock the **Navigator** panel below the **Artboards** tool on the panel dock
- 5 Click and drag the **Brushes** tool in the panel dock onto the **canvas** (document window) and release the mouse button  
*The collapsed Brushes panel will now be floating...*
- 6 Click on the double arrow on the collapsed **Brushes** panel to expand it
- 7 Repeat steps 1 to 3 to dock the **Brushes** panel below the **Swatches** tool in the panel dock



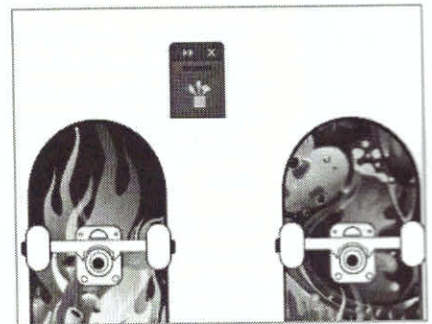
2



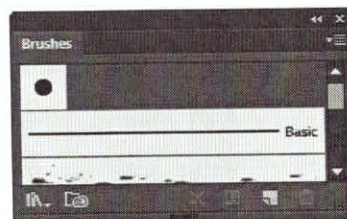
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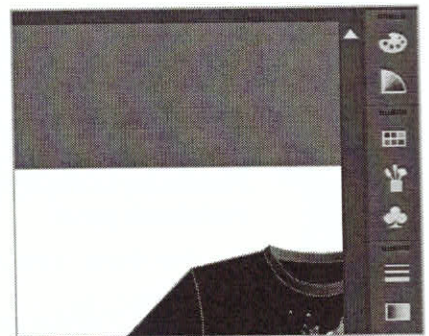


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6

7



## For Your Reference...

### To float a panel:

- Click and drag the panel tool to the desired location, then release the mouse button

### To dock a panel:

- Click and drag the panel by its title bar onto the panel dock, then release the mouse button

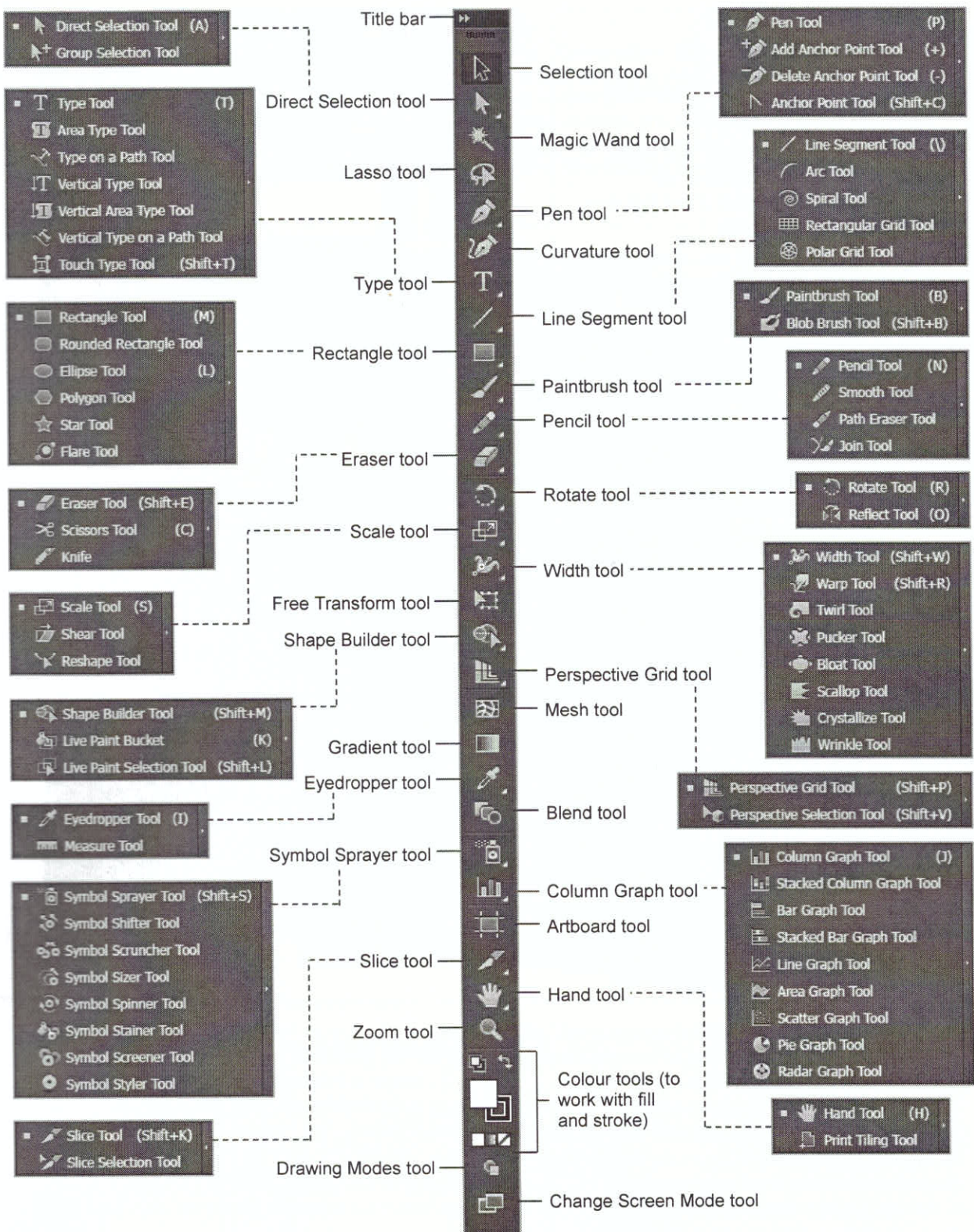
## Handy to Know...

- You can reveal the name of each panel by pointing to the left edge of the panel dock so the pointer changes to a double-headed arrow, then clicking and dragging to the left to resize the dock so the names are displayed. Use the same method in reverse to revert the panel dock to its original state.

# THE TOOLS PANEL

The **Tools** panel contains many of the tools you will need to create and edit objects and art, such as tools for selecting, drawing, painting, editing and navigating. Tools with an arrow in the bottom

right corner contain additional tools, which are displayed when you click and hold the left mouse button on the tool. Here is an overview of the tools on the **Tools** panel.



# WORKING WITH THE TOOLS PANEL

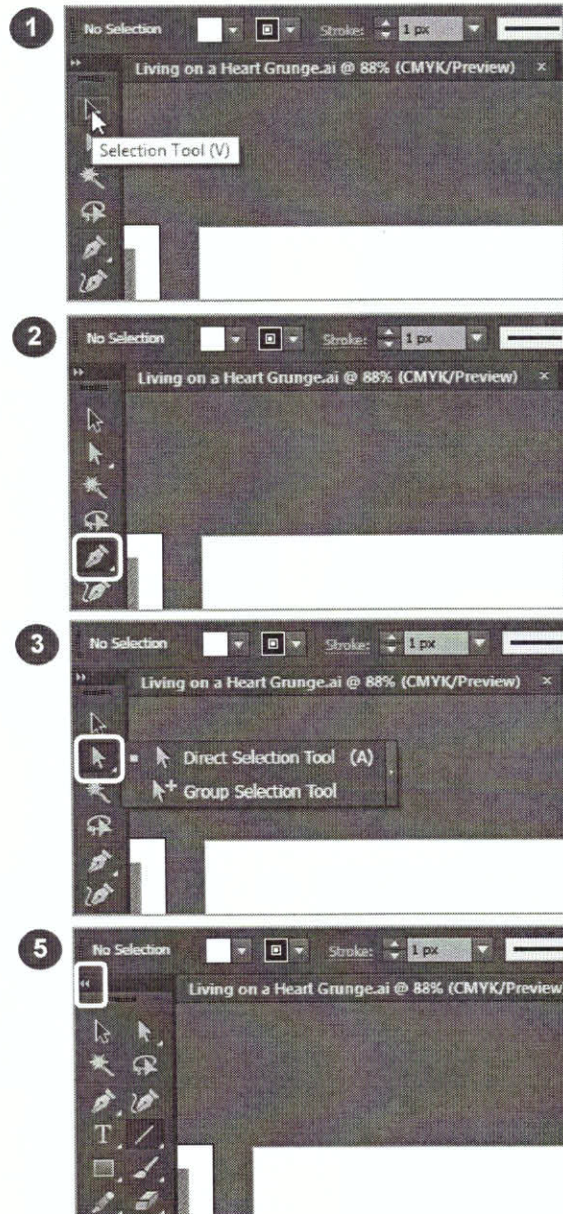
The **Tools** panel contains many of the tools you will need to create artwork and work with objects. As with any panel in Illustrator, the **Tools** panel can be moved and resized to suit your needs. It

can also be docked and floated. Docked panels are positioned along the sides of the workspace, while floated panels can sit anywhere on the screen.

## Try This Yourself:

*Continue using the previous file with this exercise...*

- 1 Point to each tool on the **Tools** panel to display a **tool tip** showing the name of the tool and its shortcut key(s)
- 2 Click on the **Pen** tool in the **Tools** panel or press **P** to make the tool active
- 3 Click and hold the left mouse button on the **Direct Selection** tool to reveal a menu of additional tools
- 4 Repeat step 3 for the **Line Segment** tool
- 5 Click on the double arrow in the **Tools** panel title bar to view the tools in two columns
- 6 Click and hold on the **Tools** panel title bar, then drag the panel to the centre of the screen and release the mouse button  
*The panel is now floating...*
- 7 Click and hold on the **Tools** panel title bar, then drag it to the left so a blue line appears along the left edge of the workspace, then release the mouse button to restore the panel to its original position
- 8 Repeat step 5 to view the tools in a single column again



## For Your Reference...

To **display** the **Tools** panel in **one or two columns**:

- Click on the double arrow in the title bar of the **Tools** panel

To **select** a **tool** in the **Tools** panel:

- Click and hold down the mouse button on a tool, then click on the required tool

## Handy to Know...

- Many of the tools on the **Tools** panel can be activated by pressing the relevant keyboard shortcut. The keyboard shortcut for a tool can be displayed by pointing to a tool in the **Tools** panel to display a tool tip.

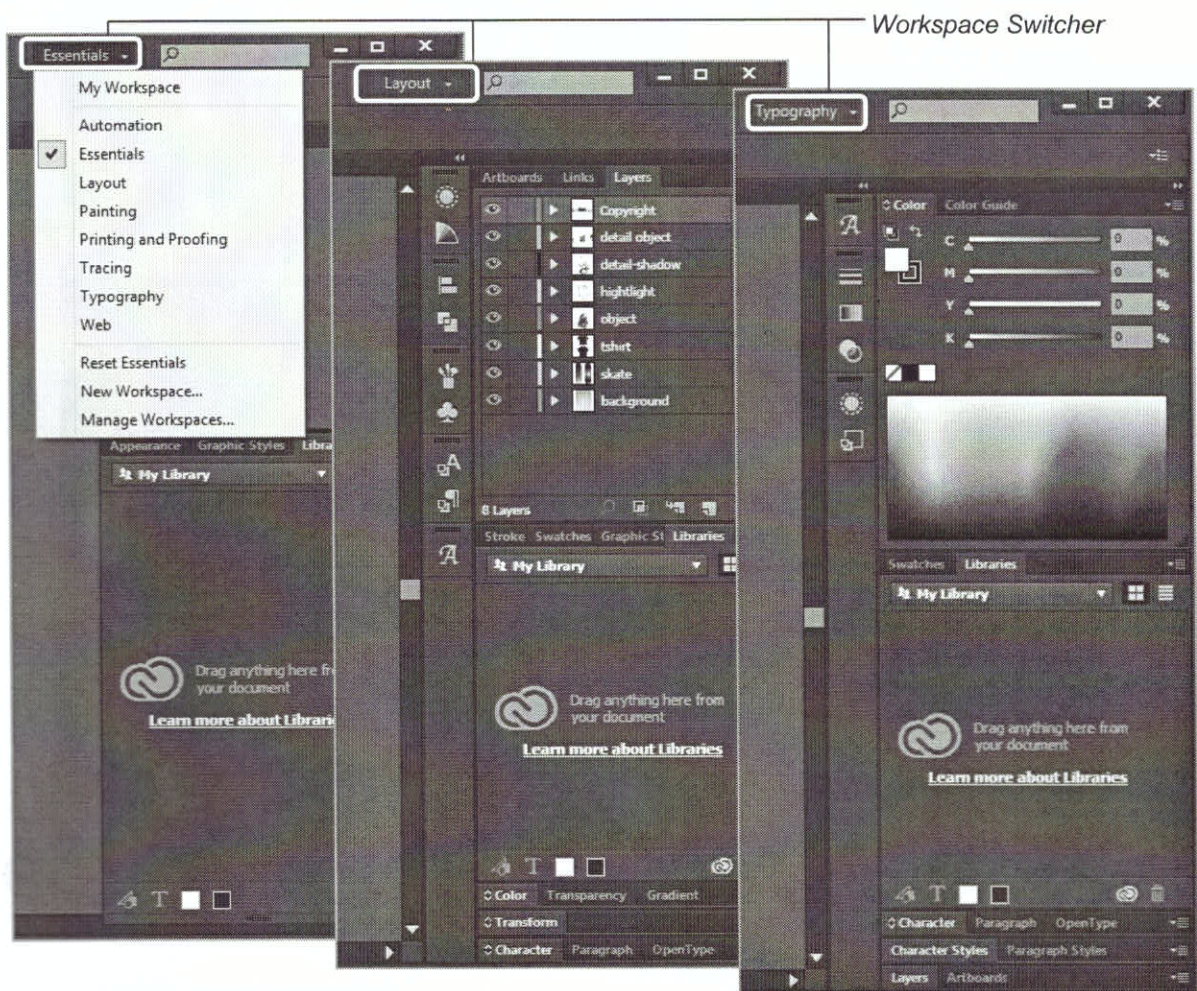
# UNDERSTANDING WORKSPACES

Depending on what kind of artwork you are working on, there may be some panels you need to have easy access to while others in the panel dock are not needed at all. Illustrator provides

you with several **workspaces** to help you access relevant panels, as well as the option to create your own. You can switch between workspaces using the **Workspace Switcher**.

## Default Illustrator Workspaces

Illustrator CC provides you with eight default workspaces: **Automation**, **Essentials**, **Layout**, **Painting**, **Printing and Proofing**, **Tracing**, **Typography** and **Web**. Each workspace provides the tools and settings that are most useful when working with the kind of document the workspace has been tailored to suit. The **Essentials** workspace is selected by default and provides you with all of the basic tools you need to get started with any kind of document. To change the workspace, click on the **Workspace Switcher** in the **Application** bar and select an option. The **Workspace Switcher** displays the name of the current workspace.



## Modifying And Creating Workspaces

The default workspaces are not the only workspaces you can use when working in Illustrator. You can modify them by adding and removing panels, or create your own workspace that contains all of the panels and tools you will need.

You can restore a workspace to its original state by clicking on the **Workspace Switcher** and selecting **Reset 'workspace name'**. This removes any changes you made to the workspace while working.

You can also create your own workspace. This can be very handy if you regularly use a combination of panels that is not already provided by a default workspace. To create a workspace, set up the panels as required, click on the **Workspace Switcher** and select **New Workspace**, then type a name and click on [OK].

# WORKING WITH WORKSPACES

Illustrator displays the **Essentials** workspace by default; however, you can choose a different workspace that displays tools relevant to the project you are working on, or modify a

workspace to suit your needs. For example, if you are at a stage where you are laying out your work, you might find using the **Layout** workspace more convenient.

## Try This Yourself:

*Continue using the previous file with this exercise...*

- 1 Click on the **Workspace Switcher** in the **Application** bar to display a menu of preset workspaces

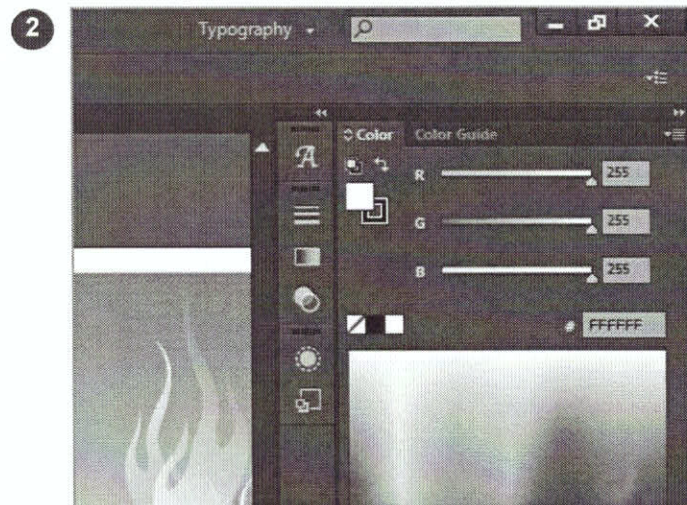
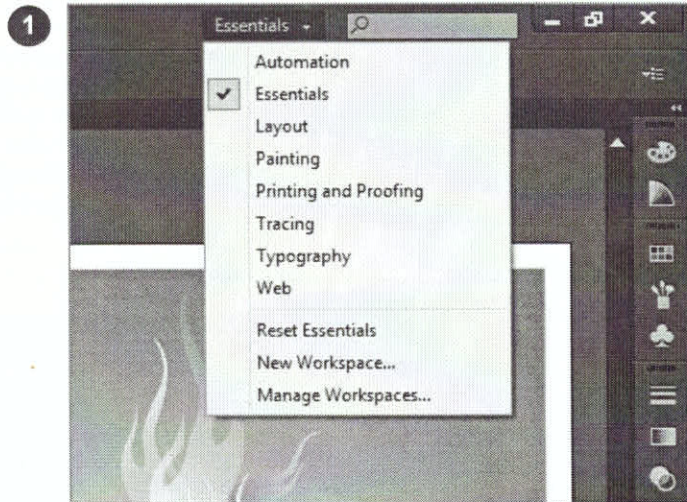
- 2 Select **Typography**

*A range of panels relevant to working with type will appear in the panel dock and floating in the workspace...*

- 3 Click on the **Workspace Switcher** and select **Printing and Proofing** to view the panels related to printing and proofing

- 4 Click on the **Workspace Switcher** and select **Essentials**

*This is the default workspace that we modified in previous exercises*



## For Your Reference...

To **choose** a workspace:

- Click on the **Workplace Switcher** in the **Application** bar and select a workspace

## Handy to Know...

- To **reset** a workspace to original settings, select the workspace, then select **Reset...** from the **Workspace Switcher** menu.



# WORKING WITH THE CONTROL PANEL

The **Control** panel is displayed just below the **Application** bar and is *context sensitive*. This means that it will only display options relevant to the object that is currently selected. The **Control**

panel offers quick access to the most common tools you will need for any selected object. To work with the options on the **Control** panel, you must first select an object.

## Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *IL1402 Navigating\_2.ai...*

**1** In the **Tools** panel, click on the **Selection** tool (or press **V**), then click on **Artboard 1** and select **View > Fit Artboard in Window**

**2** Click on various objects on the artboard to view the **Control** panel options

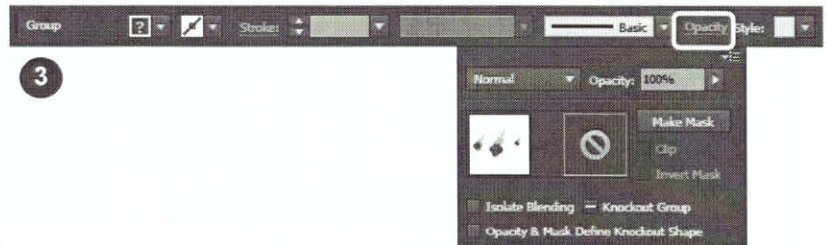
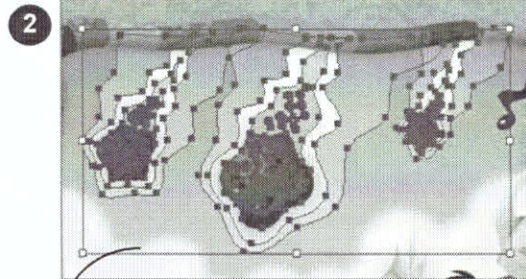
A bounding box will appear around the selected object(s) and the **Control** panel options change according to what is selected. The object type is displayed at the very left of the **Control** panel so you can check you have the correct object selected.

Notice also the orange hyperlink options in the **Control** panel...

**3** Click on one of the orange hyperlink options in the **Control** panel

A panel of additional options will be displayed – in our example it is the **Transparency** panel...

**4** Press **Esc** to close the panel, then click on an area of the canvas to deselect all objects



## For Your Reference...

To **work** with the **Control** panel:

1. Click on the **Selection** tool in the **Tools** panel (or press **V**)
2. Click on an object to select it
3. Use the available options on the **Control** panel to edit the object

## Handy to Know...

- Click on the **Control panel menu** tool, located on the far right side, to display a list of all of the tools that can appear on the **Control** panel. If there is a tool that you want to show or hide, click on it in the list to add or remove the tick and thus show or hide the selected tool.

# NAVIGATING WITH THE HAND TOOL

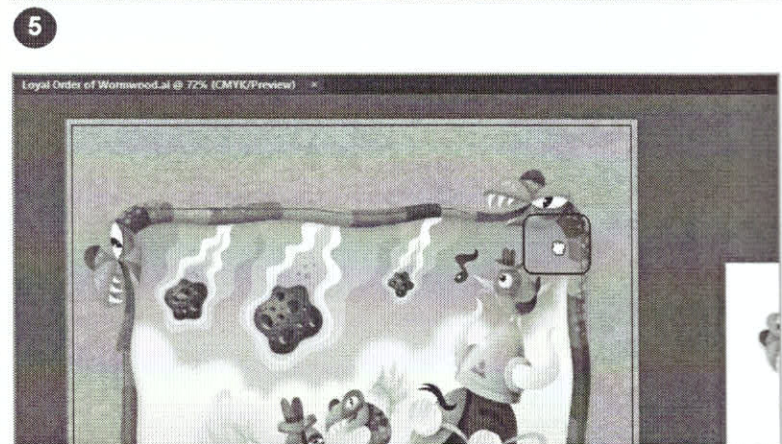
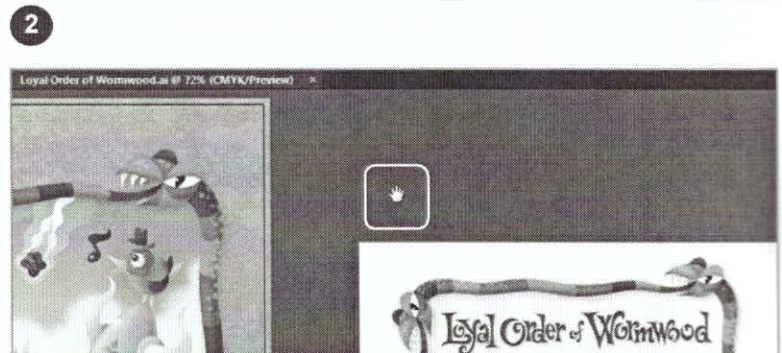
The **Hand** tool is used to navigate the document window. This is useful when you cannot see all of your artwork (for example, when you're working with several artboards), have art scattered across

the canvas, or when you are using magnification to zoom in on your artwork. The **Hand** tool is one of several tools available to help you navigate the document window in Illustrator.

## Try This Yourself:

Continue using the previous file with this exercise...

- 1 In the **Tools** panel, click on the **Hand** tool (or press **H**)  
*The mouse pointer will change to a hand...*
- 2 Click and hold the left mouse button on **Artboard 2**  
*Notice the grabbing action of the hand...*
- 3 Drag to the left until the artboard is in the centre of the window, then release the mouse button
- 4 In the **Tools** panel, click on the **Selection** tool (or press **V**)  
*You can also use the spacebar to activate the Hand tool...*
- 5 Press and hold **Space**  
*The mouse pointer will change to a hand...*
- 6 Click and hold the left mouse button on **Artboard 1** (while still holding down **Space**), then drag to the right until the artboard is in the centre of the window
- 7 Repeat steps 5 and 6 to centre both artboards in the window



## For Your Reference...

To **navigate** with the **Hand** tool:

- Click on the **Hand** tool in the **Tools** panel (or press **H**), then click and drag on the document window in the desired direction, or
- Hold down **Space** while clicking and dragging

## Handy to Know...

- You can also use the horizontal and vertical scroll bars to navigate the document window. The scroll bars are located along the bottom and right side of the document window. Either click and drag the slider or click on the arrows at either end of each scroll bar to navigate.

## NAVIGATING WITH THE NAVIGATION PANEL

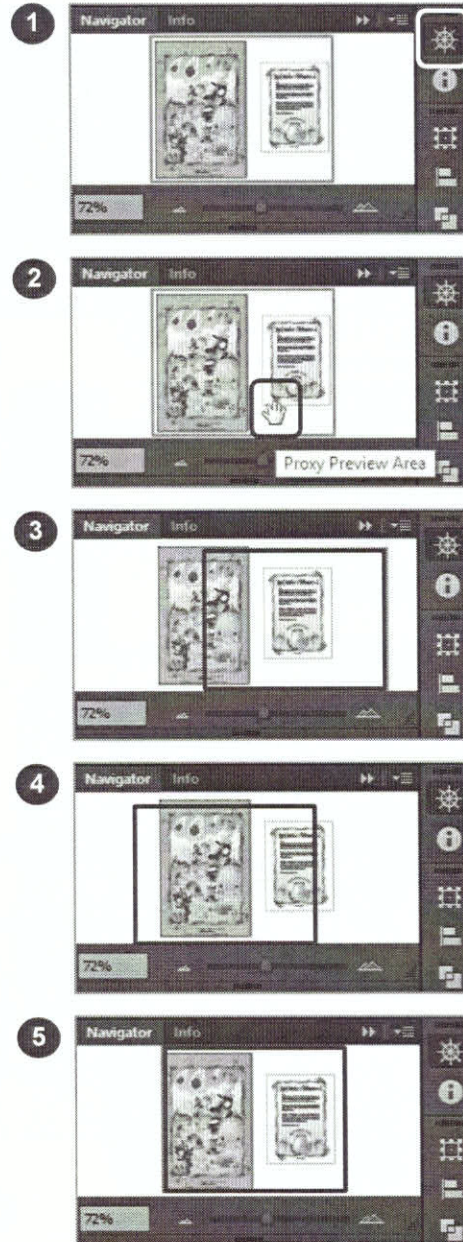
As well as using the **Hand** tool to navigate a document window, you can also use the **Navigator** panel. This is useful if you are working on several artboards at once and need to move

quickly to another artboard or area of the canvas. The **Navigator** panel allows you to see a thumbnail of each artboard and you can click on the required area to instantly navigate to it.

### Try This Yourself:

*Continue using the previous file with this exercise...*

- 1 Ensure the **Selection** tool is active, then click on **Navigator** in the panel dock to display this panel
- 2 Point to the **Navigator** panel window  
*Notice the cursor becomes a hand...*
- 3 In the **Navigator** panel, click on **Artboard 2**  
*The point at which you click will become the centre of the red outline, which determines the area displayed onscreen...*
- 4 Click and drag the artboards inside the **Navigator** panel and notice how the artboards move in the document window  
*The Navigator panel works just like the Hand tool...*
- 5 Click between the artboards in the **Navigator** panel so that both artboards are approximately centred in the document window
- 6 Click on the double arrow in the title bar of the **Navigator** panel to hide the panel



### For Your Reference...

To **navigate** using the **Navigator** panel:

1. Click on **Navigator** in the panel dock
2. Click on the artboard or area of the canvas in the **Navigator** panel to centre it in the document window, or  
Click and drag in the **Navigator** panel window

### Handy to Know...

- You can navigate directly to an artboard by clicking on the drop arrow for the **Artboard Navigation** tool in the status bar and selecting the number of the artboard to which you want to navigate. The artboard will be the only artboard displayed in the document window.

# CHANGING DOCUMENT VIEWS

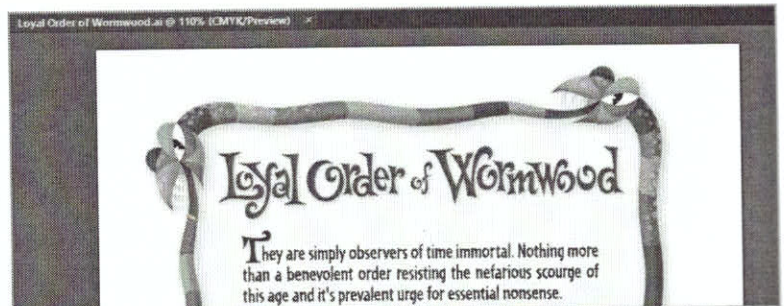
Illustrator provides several ways to increase or decrease magnification – that is, how large or small your artwork appears in the document window. Most of these options are available via

the **View** menu and various **zoom** tools. The document can be magnified up to 6400%, or you can decrease magnification to about 3% to view the entire canvas.

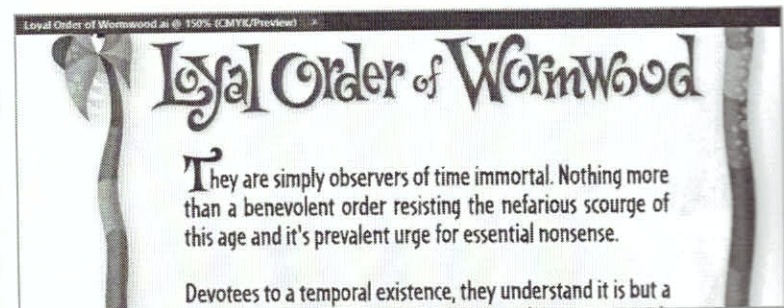
## Try This Yourself:

Continue using the previous file with this exercise...

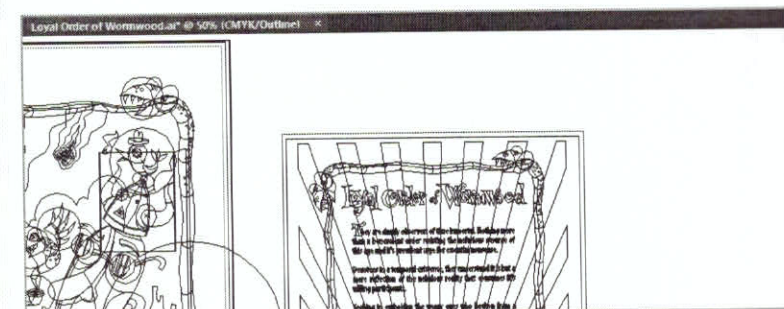
- 1 Select **View > Fit All in Window** or press **Ctrl + Alt + 0** (zero) to view all of the artboards in the window
- 2 Press **Ctrl + 0** to fit the active artboard in the window, then click on the drop arrow for **Artboard Navigation** in the status bar and select 2  
*Artboard 2 is now centred...*
- 3 Select **View > Actual Size** or press **Ctrl + 1** to view the artboard at full size (**100%**)
- 4 Select **View > Zoom In** to increase magnification by **50%**
- 5 Select **View > Zoom Out** to decrease magnification by **50%**
- 6 Click on the drop arrow for the **Zoom** control in the status bar to display a list of magnifications
- 7 Select **50%**  
*You can also change the way you view your artwork...*
- 8 Select **View > Outline** to view the art in **Outline** view  
*You will only see the paths in this view...*
- 9 Select **View > Preview** to return to the default view



2



4



8

## For Your Reference...

To **zoom in** or **zoom out**:

- Select **View > Zoom In** or **View > Zoom Out** to increase or decrease magnification by **50%**, or
- Click on the drop arrow for the **Zoom** control on the status bar and select the required magnification

## Handy to Know...

- To zoom in and increase magnification by the increments shown in the **Zoom** control, press **Ctrl + +**. To zoom out and decrease magnification by the same increments, press **Ctrl + -**.
- You can also zoom in or out by dragging the zoom slider in the **Navigator** panel.

# USING THE ZOOM TOOL

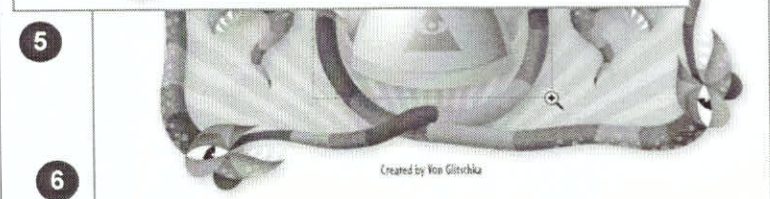
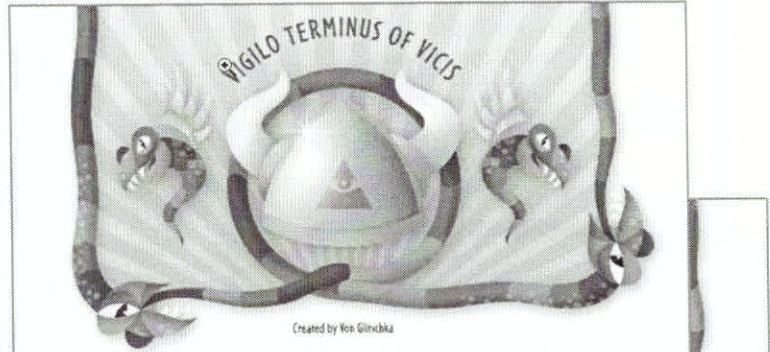
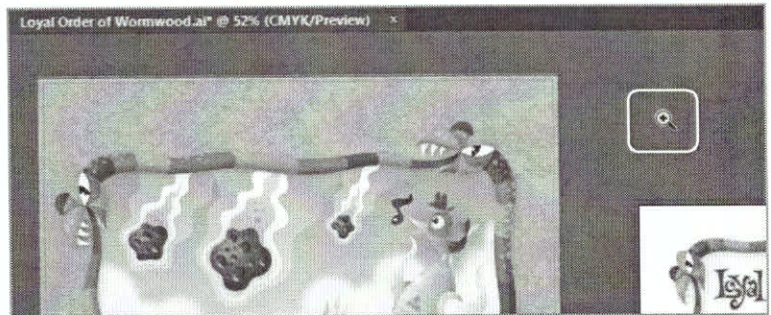
As well as using the commands on the **View** menu, the keyboard shortcuts and the **Zoom** control (in the status bar) to adjust magnification, you can also use the **Zoom** tool. When you click

on an area of the artboard with the **Zoom** tool, the area is centred in the document window and is magnified. There are several ways to adjust magnification using the **Zoom** tool.

## Try This Yourself:

Continue using the previous file with this exercise...

- 1 Select **View > Fit All in Window**, then press **[Z]** to activate the **Zoom** tool  
Notice that the pointer changes to a magnifying glass with a plus sign (to increase magnification)...
- 2 On **Artboard 2**, click on the centre of the helmet  
The object is magnified and centred in the window. The magnification is controlled by the increments in the Zoom control (status bar) and is also displayed in the document tab...
- 3 Click on the helmet until magnification is set to **200%**  
Now let's zoom out...
- 4 Hold down **[Alt]** until the cursor changes to a magnifying glass with a minus icon, then click twice on the centre of the helmet (while holding down **[Alt]**) to zoom out to **100%**
- 5 Point to the top left corner of the helmet, as shown
- 6 Click and drag to the bottom right corner of the helmet to create a marquee selection, as shown
- 7 Release the mouse button to zoom in on the specified area



## For Your Reference...

To **zoom in** using the **Zoom tool**:

1. Click on the **Zoom** tool or press **[Z]**
2. Click on an area or object to magnify

To **zoom out** using the **Zoom tool**:

1. Hold down **[Alt]**
2. Click on an area or object to de-magnify

## Handy to Know...

- When zooming in with a marquee selection, the level of magnification will be determined by the size of the marquee that you draw and the size of your window; the smaller the marquee, the higher the level of magnification.

# CREATING AND USING CUSTOM VIEWS

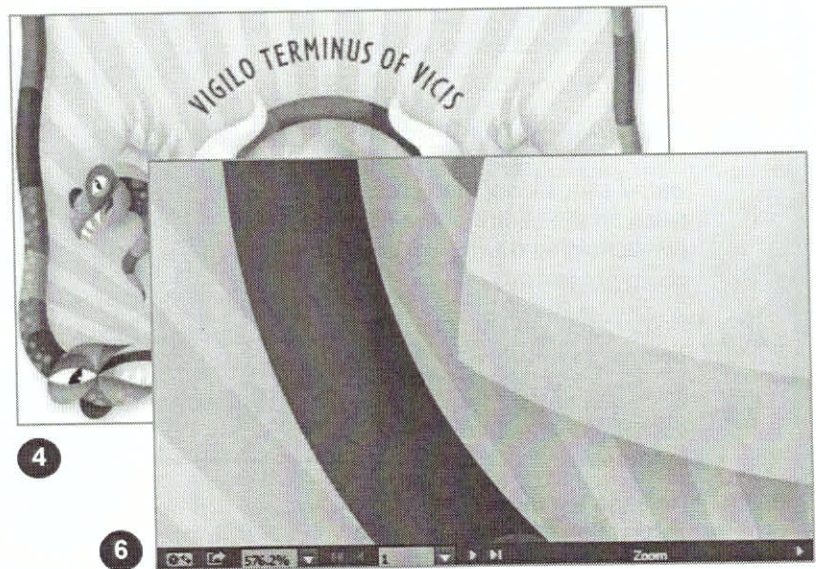
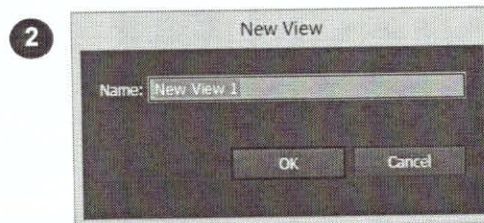
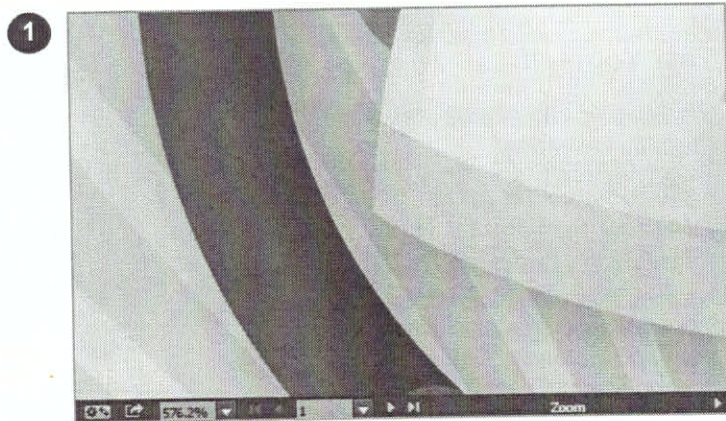
There may be times when you need to quickly navigate to a specific artboard or area of an artboard. This can be especially important when working on a large document with many

artboards or a lot of detail. You can create **custom views** that display specific areas when selected, minimising the amount of time you need to spend navigating between areas.

## Try This Yourself:

*Continue using the previous file with this exercise...*

- 1 If necessary, zoom in so that the helmet fills most of the document window (approximately 575%)
- 2 Select **View > New View** to display the **New View** dialog box
- 3 Type **Helmet** in **Name**, then click on **[OK]** to create the custom view
- 4 Select **View > Fit All in Window** to zoom out
- 5 Select **View**  
*Notice the view we created is listed at the bottom of the menu...*
- 6 Select **Helmet** to select this view and zoom in on the helmet



## For Your Reference...

To **create a custom view**:

1. Navigate to the desired location and set the zoom as required
2. Select **View > New View**
3. Type a name, then click on **[OK]**

## Handy to Know...

- You can rename or delete views you have created by selecting **View > Edit Views**.