**Chapter 1- Lesson 1**

**Explore the Tools Panel**

**1.** Launch Adobe Illustrator CS6.

**2.** Click **File** on the Menu bar, click **Open**, navigate to the drive and folder where your Chapter 1 Data Files are stored, click **AI 1-1.ai**, then click **Open**.

**3.** Click **Window** on the Menu bar, point to **Workspace**, then click **[Essentials]**.

Compare your window to Figure 13.

**MORE INFO** **COLLAPSE ALL**

**Tip**

If you are already working in the Essentials workspace, click **Reset Essentials** on the Workspace menu.

**4.** Click the **double-arrows** on the Tools panel, then click it again to switch between the two setups for the Tools panel.

All of the figures in this book that show the Tools panel will display the panel in two rows.

**5.** Point to the **Type tool**



   , then press and hold the mouse button to see the Type on a Path tool.

**6.** View the hidden tools behind the other tools with small black triangles.

Your visible tools may differ from the figure.

**7.** Click **Edit** (Win) or **Illustrator** (Mac) on the Menu bar, point to **Preferences**, click **General**, verify that Show Tool Tips is checked, then click **OK**.

**8.** Position your mouse pointer over the **Selection tool**



   , until its tool tip appears.

**9.** Press the following keys and note which tools are selected with each key: **[a]**, **[p]**, **[v]**, **[t]**, **[i]**, **[h]**, **[z]**.

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**10.** Press **[Tab]** to temporarily hide all open panels, then press **[Tab]** again.

The panels reappear.

You explored different views of the Tools panel, revealed hidden tools, used shortcut keys to access tools quickly, hid the panels, then displayed them again.

**Work with Panels**

**1.** Click **Swatches** in the stack of collapsed panels to the right of the pasteboard to open the Swatches panel.

The panel opens, but does not detach from the stack of collapsed panels. The Swatches panel is grouped with the Symbols and Brushes panels in the Essentials workspace.

**2.** Click the **Collapse panels button**



   at the top of the panel to minimize the panel, then click **Swatches** to open the panel again.

**3.** Drag the **Swatches panel name tab** to the left so it is ungrouped from the stack.

**4.** Click **Color** in the stack of collapsed panels to the right of the pasteboard to open the Color panel.

**MORE INFO** **COLLAPSE ALL**

**Tip**

If you do not see the CMYK sliders in the Color panel, as shown in Figure 14, click the **Color Panel Options** button, then click **Show Options**.

**5.** Drag the **Color panel name tab** to the left so it is ungrouped from the stack.

**6.** Drag the **Color panel name tab** to the blank space next to the **Swatches panel name tab**, then release the mouse.





**Figure 14 *Grouped panels***  View PDF

**MORE INFO** **COLLAPSE ALL**

**Using the Document Info Panel**

The Document Info panel, listed on the Window menu, contains useful information about the document and about objects in the document. Along with general file information such as filename, ruler units and color space, the panel lists specific information like the number and names of graphic styles, custom colors, patterns, gradients, fonts, and placed art. To view information about a selected object, choose Selection Only from the panel menu. Leaving this option deselected lists information about the entire document. To view artboard dimensions, click the Artboard tool, choose Document from the panel menu, and then click to select the artboard you want to view.

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**Figure 15 *Docked panels***  View PDF

The Color panel is grouped with the Swatches panel, as shown in Figure 14.

**7.** Click **Window** on the Menu bar, then click **Transform**.

The Transform panel appears expanded on the document.

**8.** Drag the **Transform panel name tab** to the bottom edge of the Swatches and Color panels group, then, when a blue horizontal line appears, release the mouse.

The Transform panel is docked, as shown in Figure 15.

**9.** Click and drag the **dark gray bar at the top of the panel group**, found above the Swatches and Color panel name tabs.

The Transform panel moves with the Swatches and Color panels because it is docked.

**10.** Click the **Transform panel name tab**, then drag it away from the other two panels.

The Transform panel is undocked.

**11.** Click **Window** on the Menu bar, point to **Workspace**, then click **Reset Essentials**.

You explored methods for grouping and ungrouping panels, then you docked and undocked a panel.

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