

# Basic Tools

Click on the small white arrow to open additional tools.

The (whole) selection tool is used to select, move, rotate and change the size of objects.

Pen tool is used to draw strokes/lines.

Adds anchor points.

Subtracts anchor points.

Adds handles to an anchor point.

The type tool makes text boxes and selects type.

Creates squares by holding the shift key and rectangles without holding the shift key.

Creates rounded squares, by holding the shift key and rounded rectangles without holding shift key.

Creates circles by holding the shift key and ellipses without holding the shift key.

Creates polygons.

Creates stars.

Double click the rotate tool to open a menu to select the degree of the rotate.

Double click the reflect tool to open a menu to select a horizontal or vertical flip.

The eyedropper tool will copy a style or color from one object and place it on another

Click to bring forward and double click to change the fill color.

If you lose the tool bar you can get it back under Window/Toolbars. Make sure the advanced toolbar is checked for access to all the tools.

The white arrow, single selection or direction selection tool is used to select anchor points or line segments.

The scissor tool cuts a stroke into separate segments and allows for different attributes such as stroke weights or dashed lines to be applied to that stroke.

The scale tool increases or decreases the size of an object. Double click the scale tool for the menu to enter scale size.

The zoom tool magnifies the view of the canvas around where clicked or with the mouse down and dragged.

The double ended arrow swaps fill and stroke.

Double click to change the stroke color.

The box with the red slash provides no fill or stroke.

With the stroke forward, as show in the image, click the small red slash box for no stroke. If you wish for no fill, click on the fill box to bring it forward (this makes it active) and then click on the small red slash box.

In order to apply color or no fill the stroke or fill must be forward and thus active.