Illustrator CC 2018

Appendix

LK LearnKey®

Glossary

Term	Definition
Alignment	The lining up of objects vertically or horizontally to give a sense of order.
Area Type	Adding text confined to a specific area.
Aspect Ratio	The proportion of an image's width and height.
Balance	Organizing the visual weight in a design for equal distribution through strategic spacing.
Bit Depth	The amount of colors on an image.
Bleed	The amount a document will extend past the printable area of a page.
Budget	The estimated calculated cost of a project.
BY	A Creative Commons license that refers to attribution use, meaning an artist will need to credit the original author for the work they are using.
Change Orders	Formal changes to a project scope which should be formally requested and either approved or denied.
Clipping Mask	Allows one layer to show through another layer.
Color Mode	The type of color format for a file, which includes RGB or CMYK.
Constraints	Limitations which affect a project's schedule.
Contrast	The differences between colors and other settings within a design.
Copyright	A term that defines that the original creator has exclusive rights for the use and distribution of their work.
Creative Commons	A type of license which gives others permission to share, use, or add to a created work.
Cropping	The act of trimming the edges of a picture to remove what is not needed.
Depth of Field	The distance between the nearest and furthest objects that are in focus in a picture.
Derivative Works	Creations which include major copyright-protected elements of an original.
Dithering	The process of reducing the number of colors of an image.
Drawing Mode	A mode that allows the user to control how drawing occurs in relation to another object.
Due Dates	Planned dates that mark major milestones and the overall project completion.
Emphasis	The idea of making an object stand out over others, thus creating a focal point.
Example	A work that is similar to an original.
Fair Use Doctrine	The limited use of copyrighted material without acquiring permission.
Feedback Loop	The order in which feedback is presented on an aspect of a project.
Field of View	The area captured in a picture.
Foreground	Contains in-focus elements that appear closest to the viewer.
Form	A three-dimensional object that has depth.
Gamut	The range of colors that are available on a given file.
Gestalt	The principle of focus on cognitive behaviors in a design, referring to the theory that the whole is greater than the sum of its parts.
Gradient Mesh	A multipoint gradient.
Intellectual Property	A work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.
Isolation Mode	A view mode that focuses on a specified object, group, or layer.
Iteration	A cycle of a design plan.
Kerning	The space between two characters.
Leading	The space between lines.
Licensing	The act of getting written permission to use copyrighted material.
Line	A path moving through space.
Location Release	A signed document for a location that allows an artist to use the footage of the specified location in a project.
Metadata	Ingrained data that contains information that describes the properties of a file.
Model Release	A signed document allowing an artist to use someone's likeness or image in a project.
Movement	The illusion that an item on the drawing is moving.

Term	Definition
NC	A Creative Commons license that refers to non-commercial use, meaning an artist can use the work as long as they do not charge for work.
ND	A Creative Commons license that refers to NoDerivs use, meaning the work can be used but cannot be altered.
Negative Space	The space around and between the subject of design.
Outline Mode	A view mode that enables the user to see how shapes were actually built.
Pasteboard	The area around the document.
Point Type	Adding text to a document without restraints to a specific area.
Preview Mode	A view mode that displays what the actual document will look like in finished form.
Project Life Cycle	The phases of a project that include planning and analysis, designing, building, testing, and implementing and publishing.
Project Scope	The definition of a particular project such as the how, why, and when of the project.
Proximity	The idea of using equal spacing in a design.
Public Domain	Works that have become free for use.
Raster	An image created by pixels.
Rasterize	The process of converting a vector image into a raster image.
Render	The process of taking an image and applying a filter to make it look as realistic as possible.
Repetition	The idea of using the same pattern or color repeatedly in a design.
Resample	The process of changing pixel dimensions of an image.
Resources	The items needed to complete a project which can include equipment and other tangible items needed.
Rhythm	The idea of consistency within a design.
Rule of Thirds	The idea of having vertical and horizontal thirds in a design, with the object of emphasis placed on a third rather than the middle of the design.
SA	A Creative Commons license that refers to ShareAlike use, meaning that when the work is used, it must retain the same licensing that applied to the original work, when shared.
Scale	The sizing of elements in relation to one another within a design.
Scope Creep	The act of unauthorized changes to a project scope that can result in the derailment of a project timeline and budget.
Shape	The contour of a flat object.
Space	The internal and external area of a design.
Stakeholders	A person or entity that has an interest in the outcome of a project.
Tasks	The individual project pieces that need to be completed to finish a project.
Texture	A pattern or object that is often used as a background and to convey the mood of a design.
Timeline	The estimated time planned for the completion of a project.
Tone	The shading of light and dark on an object.
Tracking	Similar to kerning, this is the spacing between multiple characters such as a word.
Type on a Path	Allows text being typed to follow a path along an object.
Unity	The idea of making a design uniform, tranquil, and harmonious.
Variety	The act of using a high amount of contrast within a design.
Vector	An image that is created by calculated paths.
Vertical Type	Allows text to be typed vertically.
White Balance	The color balance of a picture.
Work for Hire	Work that is done for pay.

Tool	Shortcut
Selection	V
Direct Selection	A
Magic Wand	Y
Lasso	Q
Pen	P
Blob Brush	Shift+B
Add Anchor Point	+ (Plus)
Delete Anchor Point	- (Minus)
Convert Anchor Point	Shift+C
Artboard	Shift+O
Type	T
Line Segment	\ (Backslash)
Rectangle	M
Ellipse	L
Paintbrush	B
Pencil	N
Rotate	R
Reflect	O
Scale	S
Warp	Shift+R
Width	Shift+W
Free Transform	E
Shape Builder	Shift+M
Perspective Grid	Shift+P
Perspective Selection	Shift+V
Symbol Sprayer	Shift+S
Column Graph	J
Mesh	U
Gradient	G
Eyedropper	I
Blend	W
Live Paint Bucket	K
Live Paint Selection	Shift+L
Slice	Shift+K
Eraser	Shift+E
Scissors	C
Hand	H
Zoom	Z
Zoom In	Ctrl+Spacebar
Zoom Out	Ctrl+Alt+Spacebar
Zoom to exact size	Ctrl+Spacebar+Drag
Hide/show all tools and panels	Tab
Hide/show all panels except toolbox	Shift+Tab

Action	Shortcut
Draw from center	Alt
Draw from center with dialog	Alt+Click
Constrain proportion	Shift
Move object while drawing	Spacebar
Add/subtract sides, points, spiral segments	Up or Down Arrow
Decrease inner radius	Ctrl
Decrease/increase type size	Ctrl+Shift+< or Ctrl+Shift+>
Decrease/increase leading	Alt+Up Arrow or Alt+Down Arrow
Decrease/increase kerning/tracking	Alt+Left Arrow or Alt+Right Arrow
Reset kerning or tracking to 0	Ctrl+Alt+Q
Move selection	Arrow Keys
Move selection 10 points	Shift+Arrow Keys
Lock selected artwork	Ctrl+2
Lock all deselected artwork	Ctrl+Alt+Shift+2
Unlock all artwork	Ctrl+Alt+2
Hide selected artwork	Ctrl+3
Hide all deselected artwork	Ctrl+Alt+Shift+3
Show all artwork	Ctrl+Alt+3
Show layer while turning off all others	Alt+Click on eyeball icon
Select all items on layer	Alt+Click layer name
Copy selected item to different layer	Alt+Drag selection square in Layers panel
Create new layer at top of list	Ctrl+Click
Create new layer below selected layer	Ctrl+Alt+Click
Show/Hide brushes	F5
Show/Hide color	F6
Show/Hide layers	F7
Show/Hide info	Ctrl+F8
Show/Hide gradient	Ctrl+F9
Show/Hide stroke	Ctrl+F10
Show/Hide attributes	Ctrl+F11
Revert file	F12
Show/Hide graphic styles	Shift+F5
Show/Hide appearance	Shift+F6
Show/Hide align	Shift+F7
Show/Hide transform	Shift+F8
Show/Hide pathfinder	Shift+Ctrl+F9
Show/Hide transparency	Shift+Ctrl+F10
Show/Hide symbols	Shift+Ctrl+F11

Objectives

Illustrator CC 2018 Objectives

Domain 1 Working in the Design Industry	Domain 2 Project Setup and Interface	Domain 3 Organizing Documents	Domain 4 Creating and Modifying Document Elements	Domain 5 Publishing Documents
1 Working in the Design Industry 1.1 Identify the purpose, audience, and audience needs for preparing images 1.1a Determine whether content is relevant to the purpose, audience, and audience needs	2.1 Create a document with the appropriate settings for web, print, and video 2.1a Set appropriate document settings for printed and onscreen images 2.1b Create document presets for reuse for specific project needs	3.1 Use layers to manage design elements 3.1a Use the Layers panel to modify layers 3.1b Manage layers in a complex project 3.1c Work with multiple layers	4.1 Use core tools and features to create visual elements 4.1a Create images using a variety of tools 4.1b Modify and edit vector images using a variety of vector tools	5.1 Prepare images for export to web, print, and video 5.1a Check documents for errors and project specifications
1.2 Communicate with colleagues and clients about design plans 1.2a Demonstrate knowledge of techniques for communicating about design plans with peers and clients 1.2b Demonstrate knowledge of basic project management concepts	2.2 Navigate, organize, and customize the application workspace 2.2a Identify and manipulate elements of the Illustrator interface 2.2b Organize and customize the workspace 2.2c Configure application preferences	3.2 Modify layer visibility using opacity and masks 3.2a Adjust a layer's opacity 3.2b Create, apply, and manipulate clipping masks	4.2 Add and manipulate text using appropriate typographic settings 4.2a Use type tools to add typography to a design 4.2b Use appropriate character settings in a design 4.2c Use appropriate paragraph settings in a design 4.2d Convert text to graphics 4.2e Manage text flow across multiple text areas	5.2 Export or save digital images to various file formats 5.2a Save in the native file format for Illustrator (.ai) 5.2b Save images in appropriate formats for print or screen 5.2c Export project elements 5.2d Package an Illustrator project
1.3 Determine the type of copyright, permissions, and licensing required to use specific content 1.3a Identify legal and ethical considerations for using third-party content, such as copyright, permissions, and licensing 1.3b Identify when and how to obtain permission to use images of people and locations	2.3 Use non-printing design tools in the interface to aid in design or workflow 2.3a Navigate documents 2.3b Use rulers 2.3c Use guides and grids 2.3d Use views and modes to work efficiently with vector graphics		4.3 Make, manage, and manipulate selections 4.3a Select objects using a variety of tools 4.3b Modify and refine selections using various methods 4.3c Group or ungroup selections	
1.4 Demonstrate an understanding of key terminology related to digital images 1.4a Demonstrate knowledge of digital image terminology 1.4b Demonstrate knowledge of how color is created in digital images	2.4 Import assets into a project 2.4a Open or import images 2.4b Place assets in an Illustrator document		4.4 Transform digital graphics and media 4.4a Modify artboards 4.4b Rotate, flip, and transform individual layers, objects, selections, groups, or graphical elements	
1.5 Demonstrate knowledge of basic design principles and best practices employed in the design industry 1.5a Communicate visually using the element and principles of design and common design techniques 1.5b Identify and use common typographic adjustments to create contrast and hierarchy, and enhance readability 1.5c Define common photographic and cinematic composition terms and principles	2.5 Manage colors, swatches, and gradients 2.5a Set the active fill and stroke colors 2.5b Create and customize gradients 2.5c Create, manage, and edit swatches and swatch libraries 2.5d Use the Color Guides panel to select coordinated colors		4.5 Use basic reconstructing and editing techniques to manipulate digital graphics and media 4.5a Apply basic auto-correction methods and tools 4.5b Repair and reconstruct images 4.5c Evaluate or adjust the appearance of objects, selections, or layers 4.5d Use Image Trace to create vectors from bitmap graphics	
	2.6 Manage brushes, symbols, styles, and patterns 2.6a Open and browse libraries of included brushes, symbols, graphic styles, and patterns 2.6b Create and edit brushes, symbols, styles, and patterns		4.6 Modify the appearance of design elements using effects and graphic styles 4.6a Use effects to modify images 4.6b Create, edit, and save Graphic Styles 4.6c Expand the appearance of objects	