


Navigating Artboards

Using multiple artboards lets you create, edit, and save multiple vector images each in its own workspace within one single document. You can set the number, size, and arrangement of artboards when you create a new document or edit the artboards in an already existing document.

Accessing the Edit Artboards Options

1. Click on the Selection tool button  or use the keyboard shortcut V. The Selection tool is activated.
2. Double click on a blank area in your workspace or use keyboard shortcut Ctrl + D. Everything is deselected. The control panel indicates that there are no selections.




3. Click the Document Setup button on the Control Panel. A Document Setup window appears.
4. Click the Edit Artboards button in the Document Setup window. The window closes and the Control Panel changes to show Artboard options.



Naming an Artboard

1. With the Artboard Options Control Panel open, click on an artboard.
2. Type the name that you want to give the artboard in the white text box to the right of “Name” on the Artboard Control Panel.
3. Hit the enter key on your keyboard, or click anywhere outside the textbox. The artboard name is updated.

Adding Artboards

1. Click the New Artboard button  on the Control Panel. Notice that the style of the cursor changes.
2. Move the cursor onto your workspace. A transparent box with dashed line border appears under the cursor, indicating a new artboard is waiting to be placed in the document.



3. Position your cursor so the box hovers where you want to place the artboard.
4. Click once. You have added one artboard to your document.

Practice

1. Open “Postcards”, from page 5.
2. Make sure you have four 6 by 4.25 inch artboards.
3. Name the artboards: “Postcard 1 Front”, “Postcard 1 Back”, “Postcard 2 Front”, and “Postcard 2 Back”.