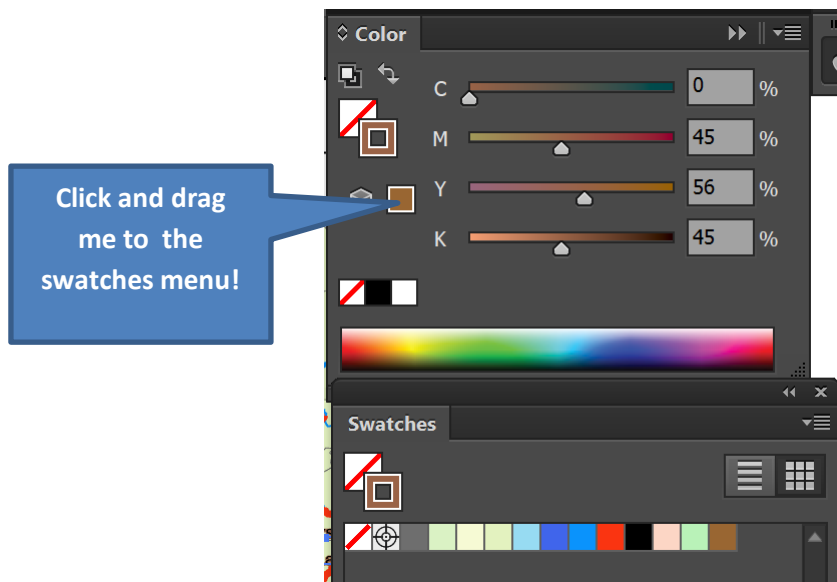# Illustrator Tips and Tricks

To add a New Custom Swatch from a Color existing on the Map:

-select the area with the color that you are interested in using the selection tool so that the color you want shows up in the color menu. If you want to define a color in the color menu, rather than selecting an existing color, skip to the next step.

-pull away the **color menu** (painter's pallet icon) and **swatches menu** by clicking on the respective menu buttons and dragging the tab away

Click and drag me to the swatches menu!

-click and drag the color from the color menu to the swatches menu.
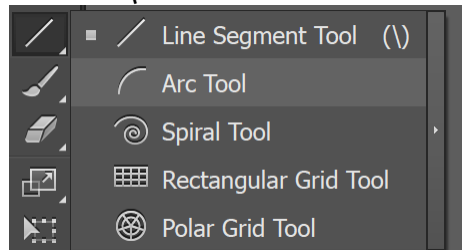
Various Ways to draw Curves:

Pen Tool
-click once, then click again to create a curve
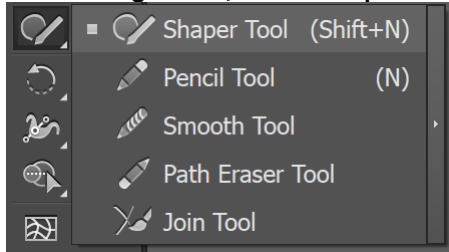
Curve Pen Tool
-draw curves right away. Yippee!

Arc Tool (Under Line Tool- see below)

Line Segment Tool   (\)
Arc Tool
Spiral Tool
Rectangular Grid Tool
Polar Grid Tool

– click and drag to draw an arc.

Shaper Tool
Smoothing Tool (under shaper tool – see below). Super useful!!

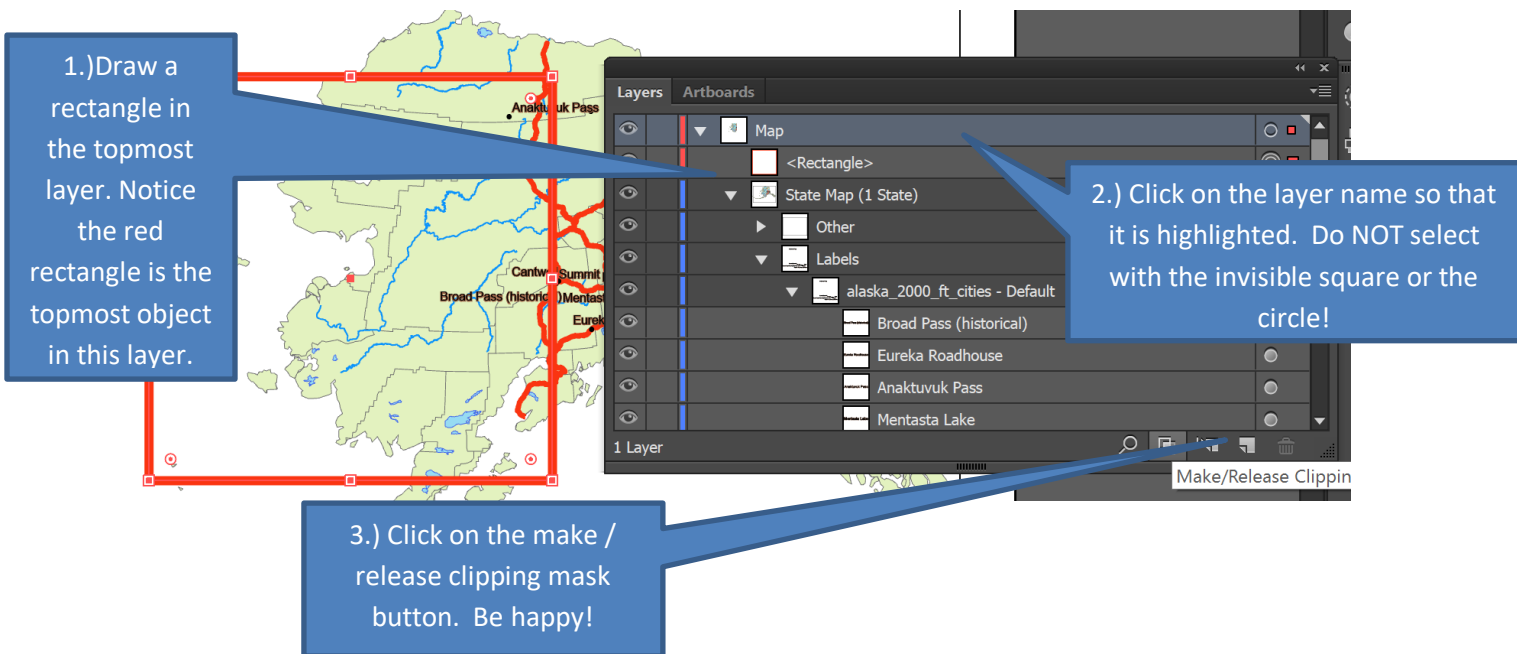-select linework you wish to smooth using direct selection tool

-click on smoothing tool, and then draw a line beneath the line you want to smooth to remove excess anchor points.

How to Create a Clipping Mask
Do this last!

-draw rectangle in **top layer** (in example below, "map" – everything else is a sublayer). Make sure the rectangle is at the very top of the layer *but not outside the layer*.
-click on the **top layer's name** (NOT INVISIBLE SQUARE, NOT CIRCLE – if you did it right, the layer should be highlighted like a menu option)
-click on the "**create clipping mask**" button at the bottom of the layers panel (see image below)
-the clipping mask clips everything that is below it and in the same container

1.)Draw a rectangle in the topmost layer. Notice the red rectangle is the topmost object in this layer.

2.) Click on the layer name so that it is highlighted. Do NOT select with the invisible square or the circle!

3.) Click on the make / release clipping mask button. Be happy!

Technical details: If you give a clipping mask a fill, it becomes the background color. If you give a clipping mask a stroke, the stroke will be on the top, like a neatline. The fill will be on the very bottom. You can use any shape you want to create a clipping mask!

How to Resize City Symbols using the Transform Each tool

What this does: allows objects to be made smaller, such as city point symbols, without changing the objects' positioning.

-find this tool under object -> transform -> transform each
-select everything in a layer, *and deselect one object using shift + click.* (very important! this overcomes a glitch that results when the entire layer is selected)
-make sure to go back and fix the one point symbol that you didn't select.

Custom Text Boxes

If you want to put text in an oddly-shaped area and have that text automatically scale to fit that area, you can draw an irregular polygon using the pen tool. Then, you can click on the edge of the shape using the text in area tool to turn the irregular polygon into a text box!

Get rid of Residual Paths from Clipping Masks

What this does: selects all residual paths that exist in a layer so that they can be deleted.

-use white arrow (direct selection tool) from the left panel and draw tiny marquee box over the path.
-delete until there are no more paths that can be deleted.
-use white arrow and draw a tiny marquee box over any remaining paths
-delete and repeat previous step as needed