THIS IS A .DOCX FILE NOT A GOOGLE DOC. IT WILL NOT AUTOMATICALLY SAVE AS YOU GO. YOU WILL NEED TO SAVE YOUR ANSWERS BEFORE YOU EXIT……..OR…….UPLOAD IT TO YOUR GOOGLE FOLDER AND OPEN IT AS A GOOGLE DOC BEFORE YOU START AND YOU WILL HAVE AUTO SAVE AS YOU GO. THE CHOICE IS YOURS.

Use this set of ‘open’ notes to guide you through the quick demonstration and the videos you will be watching today. You will be working at your own pace, so you can pause the video and type in an answer as you need. You will also be able to pause the video and play with the new shortcuts you will be learning today. Wherever you see a **“?”**, you are expected to delete the **“?”** and **type in the missing word**.

**From Lesson 4 Video**

Holding the **“?”** down as you draw a shape allows you to move the shape around the artboard as you draw it.

Holding the **“?”** key down as you draw a rectangle or ellipse will make is a perfect square or circle.

Stop and practice using this trick on your artboard.

Holding the **“?”** key down as you draw a shape allows you to draw a shape from the center outward.

Holding the **“?”** key and the **“?”** keys together as you draw a rectangle/ellipse allows you to open a perfect square/circle from the **“?”** outward.

Holding the **“?”** key while pulling the **“?”** will help you increase/decrease the size of an object while keeping its proportion.

Holding the **“?”** and **“?”** key while pulling on the bounding box will help you increase/decrease the size of a shape from the center while keeping its proportion.

Stop and practice these tricks on your artboard.

After selecting a shape, a **“?”** click on the artboard will bring up a **“?”** box so you can draw the shape to a specific size of inches, points, or pixels.

You can make a perfect circle/square to a specific size by entering the inches/points/pixels into the **“?”** box and then clicking on the **“?”** box. It will automatically fill the size into the Height box.

On a Rounded Rectangle, you can adjust how big the rounded corner is by changing the **“?”** number. The **“?”** the number, the tighter the corner. The **“?”** the number, the more rounded it is.

The setting of the Corner Radius will stay the same for every Rounded Rectangle shape you make until you **“?”** it.

Stop and practice changing the radius on a rounded rectangle.

When drawing a polygon shape you can rotate it as you draw. Holding the **“?”** key will keep it parallel to the artboard.

In the Star tool, you can change the size of the inner circle and the length of the points by changing the size in **“?”** and **“?”**.

You can increase/decrease the number of sides/points on a polygon/star by using the **“?”** as you draw, up or down.

Stop and practice adjusting the shape of a star using different numbers in both entries.

Practice changing the corners of a rounded rectangle, the sides of a polygon, and the points on the star while you are drawing them.

**From Lesson 5 Video**

You can turn Smart Guides on and off by going to the **“?”** Menu and checking or unchecking.

Isolation mode allows the designer to zero in on a single shape while graying out the rest of the shapes (unable to manipulate them).

Isolation mode kicks in by **“?”** clicking on an object.

We are by no means ‘beginners’ anymore so we will not go to Preferences to turn off Isolation mode. However, we now know that we can quickly turn off Isolation mode by “?” clicking on the canvas.