

Adobe Illustrator Workspaces

NextFab has an internal online library for member use. This is an article from the library. The intended audience is a customer new to the use of Adobe Illustrator. When making the library style guide, I chose to adopt Adobe's own style guidelines for user tutorials. This includes use of menu directives and letter capitalization.

Workspaces in Adobe Illustrator

Adobe makes it easy to customize your workspace for clean and easy access to tools. Workspaces can be modified and saved for future use. Multiple workspaces can be set to use for various operations. Separate workspaces can be helpful for drawing, sizing and aligning, prepping for laser use, text editing, and image tracing (turning a raster image into a vector). This article will explain how to set up a custom workspace, save that workspace to access later on, and switch between different stock and custom workspaces.

Stock Workspaces

Before making a new custom workspace, see if there is a stock workspace that fits your needs. Several styles of workspaces come with Adobe, such as those for Typography, Layout, and Tracing. To access workspaces, choose **Toolbar > Window > Workspace**.



Arranging Workspaces to Fit Your Exact Needs

Begin by opening the windows that you want to add to your workspace. Windows can be added by going to the Windows menu and clicking the windows you wish to add. Each will appear on your screen as they are selected.



Arranging Windows

All windows in Adobe Illustrator are made to be movable, collapsible, and expandable, and can be grouped with other windows. Clicking and dragging the window's top bar will move the window to wherever in your workspace you prefer. Windows can be docked to the sides of the

program, or even to other windows. Below is an example of how to dock windows to the side of the screen.



Control Bar

The Control Bar is another helpful window tool for frequently used changes within a tool. It reacts to the current tool selected and displays modification preferences without requiring an additional open window. For example, to use the selection tool, it will show options for stroke weight. The control bar can be enabled/disabled by choosing **Window > Control**.



Toolbar

The Toolbar is another common addition to a workspace, much like the Control Bar. The Toolbar, perhaps obviously, contains all your tools. It is usually added by default to any workspace, but can be enabled/disabled by choosing **Window > Toolbars > Advanced/Basic**. Advanced displays all the normal tools while Basic is a scaled back version of Advanced. The Toolbar can also be docked and undocked, and is customizable. More information can be found in our [Toolbar Article](#).

Setting the New Workspace

Once your windows and bars are set to how you prefer, return to the **Workspace** menu and choose **New Workspace**. This will bring up a dialog box for you to name and save. See a demonstration below.



Finishing Up

Your new workspace can now be loaded at any point by choosing **Window > Workspace** and clicking on the workspace. It can be modified by dragging your windows as before, and reset to its original form at any point by choosing **Window > Workspace > Reset** “your workspace.”

Edgio, a company that very lightly used Slack, acquired a much larger company with a strong history of Slack usage. I was tasked with working with our People Experience and Legal teams to create a user guide code of conduct. It provided guidance and rules for both experienced and totally new user groups.

https://docs.google.com/document/d/1jhxbft06b_u6jvLCOFmDtOq-AJagr_JvvZ6E6N8jnA/edit

STRATIS Interview guidance (saved as separate doc in this drive folder)