CLIPPING MASKS / UNGROUPING

- Working with "flattened" ARCMap exported AI files to improve workflow, layer, element access
  - Remove clipping masks:
    - Option click layer arrow to expand all layers>
    - Identify lowermost Clipping Path layer>Select>Drag to trash
  - Ungrouping:
    - Select uppermost "Grouped" layer>Ungroup (repeat as needed to get assets on main layer)

CREATING NEW LAYERS / MOVING "LIKE" OBJECTS

- To work directly on layer instead of nested sub-layers, create a new layer and move objects
  - Select new layer icon at bottom of layer panel or select “New Layer” from drop down menu at top of layer panel
  - Select desired object/shape (helpful to lock layers below your working layer)>
    - Go to Select (top menu bar/ribbon)>Same>(Choose best option)>
    - All “like” objects should be selected>Select containing layers>Drag to new layer (or cut and paste in place on new layer)

SYMBOLS PALETTE

- Open Symbols panel>Select an object> Drag directly into Symbols panel
  (Dynamic symbol will allow making global changes via a single edit to main symbol)
- Replace an Existing Symbol
  - Select symbol to replace>Select replacement symbol in Symbols panel>:
    - Select “Replace Symbol” from drop down menu in upper right of Symbols panel

ALIGNING & DISTRIBUTING

- Select items to align or distribute>Select “Align to Selection, Key Object, or Artboard”>Choose button to align or distribute as needed

BLENDS

- Using Blend Tool to create repeating, evenly spaced objects
  - Select object>Copy object>Move copied object a distance from original>
    - Select both objects>Double click Blend Tool>Choose Specified Steps>Input Value>
    - OK>With both objects still selected and still using the Blend Tool>Click on first object>Click last object
  - Further: Object>Expand>(deselect Fill, Stroke)>Ungroup to access objects individually
PATTERNS

- Top Menu Bar>Window>Swatch Libraries (or from Swatch Palette)>Patterns>
  Select desired style group
- Select pattern thumbnail>"Add New Swatch" from drop menu in style group panel>
  It is now in the Swatches palette and can be edited
  - To edit/customize Pattern:
    Swatches palette>Select newly created Pattern Swatch>Double click (to get into
    pattern>Customize>Return to main artboard

COMPOUND PATHS

- Select multiple shapes>Object>Compound Path>Make
- Fill with pattern>Release Compound Path
  (May now "Transform" contents of shapes that were in compound path)
  - To "Transform" the contents:
    Right-click on shape containing pattern>Select Transform>
    Select your Transformation>
    Deselect all check boxes except Transform Pattern>
    OK>Repeat to further customize/transform