The Character Window

Choose Type>Character...
or hit Command+T

**Type Size**
Increase or reduce point size of type.

**Kerning**
Increase or reduce space between a character pair.

**Vertical Scale**
Increase or reduce character height.

**Baseline Shift**
Shift character above (+) or below (-) baseline.

**Horizontal Scale**
Increase or reduce character width.

**Leading**
Increase or reduce space from baseline to baseline. 12 pt. type — 14 pt. leading

**Tracking**
Increase or reduce space between selected characters.

**No Tracking**
Increase or reduce space between lines.

The Character Window
Choose Type>Character...
or hit Command+T
The Pop-up Type Tool
Holding down on the type tool opens a pop-up window containing the optional type tools. This window may be dragged off the tool box to another location on the screen.

Type Tool
Set and edit type.

Area Type
Set type inside an object.

Vertical Type
Set type in a vertical line.

Vertical Path
Set vertical type on a path.

Path Type
Set type on a path.

Vertical Area
Set vertical type inside an object.
The Pen Tool

Holding down on the pen tool opens a pop-up window containing the optional pen tools. This window may be dragged off the tool box to another location on the screen.

The pen tool draws straight and curved lines to create objects.

The add-anchor-point tool adds anchor points to paths.

The delete-anchor-point tool deletes anchor points from paths.

The convert-anchor-point tool changes smooth points to corner points and vice versa.
The Selection Tools

There are three selection tools which have distinctly different functions.

The selection tool selects entire objects.

The direct-selection tool selects points or path segments within objects.

The group-selection tool selects objects and groups within groups.