An Illustrator document is a collection of objects, and each object is composed of anchor points, which you can select, modify, add, and delete. When you use the basic shape tools in Illustrator, you're essentially using shortcuts to create a configuration of anchor points.

The basic shape tools are located in the Toolbox under the Rectangle tool (keyboard shortcut M).

Different options are available as you draw with each tool.
- You can click on the tool and then click on the artboard where you want the shape to go. This will change the options in the Properties panel for the tool, where you can specify height, width, color, and other elements.
- You can also click and drag to draw a shape.
- To create a square or circle, hold the Shift key down as you drag.
- To create a shape drawn from the center of where you click, hold down the Alt or "fn" key.
- To add or subtract points from the Star tool or Polygon tool, use the up and down arrows as you're creating the shape.

Step 1: Draw some shapes and lines on your artboards to go along with your logo designs and lockups.

Groups
Sometimes it can be useful to place objects in groups. By joining objects together in a group, you can move, resize, and otherwise modify the objects all at once. To create a group, use the Selection tool (black arrow) to select the objects and click on **Group** in the Properties panel (or go to Object > Group). To edit a single object in the group, double-click on that object; you'll see the object in isolation mode so that you can edit it without affecting any other object in the group. To get out of isolation mode, click on the home arrow at the top left corner of the canvas or double-click on any blank area of the canvas to move up a level.

Step 2: Group one instance of your initials, name, and a shape. Modify the group, and modify one or more individual objects in the group.

Erasing
You can make interesting new shapes by using the Eraser tool (keyboard shortcut Shift-E) Note that the stroke lines will persist and redraw themselves; erasing parts of a shape redraws the fill and the stroke of that shape. Erasing can create new and separate shapes that can then be moved and otherwise modified. Double-click on the Eraser tool icon to adjust various features of the eraser.

Step 3: Experiment with the Eraser tool to create new shapes.

Pen Tool
Use the Pen tool (keyboard shortcut P) to draw a path/shape by setting anchor points at various intervals. Click to define the edges of the shape; you can close the shape by clicking near the first anchor point. It's sometimes helpful to fill the shape with a color as you're drawing it so that you can see it more clearly; if you have the fill selected, the fill will follow along as you create the shape.

To make curvy shapes, click and drag out the Bezier handles, and then move the handles to create curves. With the Direct Selection tool (keyboard shortcut A), you can go back to the shape and drag on the handles to modify the curves. You can also move the anchor point with the Direct Selection tool. Under the Pen tool, there are options to add anchor points and further modify the curves and shapes.

Pencil Tool

Use the Pencil tool (keyboard shortcut N) to make and modify strokes. Draw paths/shapes by clicking and dragging with the tool. Double-click on the Pencil tool in the toolbar to see its options. You can adjust the fidelity and smoothness of the shape you draw. You can also use the Pencil tool to edit selected paths if you keep this option checked in the Pencil options. This means that you can select a path or an edge using one of the selection tools, and then draw over the path with the pencil to modify it. This can give your edges and lines a hand-drawn look, and it can also save time from having to use anchor points and Bezier handles.

Paintbrush Tool

The Paintbrush tool (keyboard shortcut B) works like the Pencil tool in drawing lines and marks. As with the Pencil tool, you can double-click on the tool in the Toolbox to adjust the fidelity, smoothness, and other options.

Step 4: Experiment with the Pen, Pencil, and Paintbrush tools.

Brush Definition

When you draw an object with any of the above tools, you're creating a stroke (and a fill, if you select that). Strokes can be modified in several ways, including size, color, and width profile. One of the most fun options is in the Brush panel (Window > Brushes). When you open that panel, click on the icon in the bottom left corner to open the brush library. There you'll find other brushes (Decorative and Borders > Novelty are especially fun). When you select any stroke, you can apply the brush to that stroke for interesting effects.

Step 5: Try out different brushes on lines and shapes that you've drawn by using the brush library.

Arranging

By default, the objects you draw later stack on top of the objects you've drawn earlier. To rearrange the stacking order, click on an object and select Arrange in the Properties panel. Use Bring to Front, Bring Forward, Send to Back, Send Backward to arrange the stacking order. Alternately, you can place shapes on different layers to affect the stacking order.

Step 6: Experiment with the stacking order by using the Arrange option for multiple shapes drawn on one layer.

Saving/exporting separate elements/assets

Be sure to save your Adobe Illustrator .ai file regularly as you work. When you're finished and want to save a specific lettermark logo and lockup that you've created, follow these steps:

1. Select the elements (or assets) on the screen that you want to save.
2. Go to File > Export Selection.
3. A new window will open that shows the asset(s) you've selected along with different options on how to export it:
    a. Select PNG or JPG (PNG will give you a transparent background and so is usually preferable).
    b. Click on "+ Add Scale" if you want to save larger versions of the asset(s)
4. Click on Export Asset; you'll get one or more folders with your asset(s) inside.

Alternately, you can export without having selected anything on your artboard:
1. Go to File > Export > Export for Screens.
2. A new window will open.
3. Drag the asset(s) into the window, and follow steps 3a, 3b, and 4 above.

Save and close your .ai file.