

3. Artboards

if you don't have the artboard panel active, simply come up to the **top menu > window > artboard** to activate your artboard pane.

Open file artboards.ai

Why Use Artboards

Artboards in Adobe Illustrator are canvases that make up a document in Adobe Illustrator that allow you to create multiple artboards in a document. This is useful if you want to create small **document spreads like a leaflet or a flyer** or simply **expand your workspace** area to create various versions of your artwork. You could even use this method to create **digital presentations** so here I have a document open which is like a small leaflet and we can see here that this consists of 6 portrait artboards and as you can see they are numbered and colored accordingly.

1. Go to the side panels and navigate to the artboard panel. You can see this panel contains a list this list all the artboards contained in this document.
Press Cmd + Option + 0 to see the entire artboards.
2. If I choose an artboard in the panel, let's say artboard six, double click the gray area to the right of the artboard name and you will be brought to that particular artboard. If you double click on the artboard title, this will enable you to rename the artboard. For example let's rename this artboard to orange 6. Double click on words Artboard 6. The area will turn a light blue and you can rename this Orange 6.
3. Zoom out by pressing **Cmd + Option + 0 to see entire artwork.**
4. Let's reorder some of the artboards. Select artboard 4 on the artboard panel and at the **bottom of the artboard panel we can see some arrows**. With the artboard 4 selected, press the move down arrow a few times notice how the artboard moves down on the panel.
5. Nothing really changes on the canvas area until you go to the top right hand corner of the artboard panel (called hamburger) and hold down the mouse and go down to Rearrange All Artboards.

6. Up arrow can change number of columns, change the spacing between artboard, layout of artboards (Make sure move artwork with artboard is checked). To move the artboard back just select the artboard you want to move and use the up or down arrows to position it where you want it to go. Remember go back to hamburger and select Rearrange All Artboards to refresh the artboards.
7. **To remove an artboard** select the artboard on the artboard panel, and click on the bottom of the artboard panel (trash can). The text hint will appear saying Delete artboard, click the mouse. Notice how the artwork still remains, so we are going to have to select the objects and then delete them. You will see the space remains where the old artboard. Go to the top-right of the artboard panel click and select rearrange artboard then click OK. The document will refresh.
8. To add some artboards, simply click a place on the artboard panel where you want to add a new board click the add new artboard on bottom of panel. It looks like a sheet of paper with the corner folded down.
9. You can move your position in the artboard panel and add another artboard. The artboards are just added on the side. Come to the top right of the artboard panel and click Rearrange All Artboard, the will document refresh again.
10. If we want to add a new artboard but in a different size select the artboard tool from the tool pane on the left. You will go into a new mode where we can create a new artboard. Either click and drag to create a custom artboard size or come up to the control panel and select from a list of presets (paper sizes some screen sizes and some mobile and web screen sizes but since this is a print document let's go for 8.5 x 11).
11. To change the page orientation to landscape, select the artboard. This time go to the hamburger and down to artboard options. You can see an orientation option currently set to portrait. If I click on to landscape and click OK, you will now see the artboard change from portrait to landscape. Go back to refresh as we have done before. Notice this time the artwork on the artboards have not moved with the pages so you will to have to select the elements on the page and move them into the correct position.