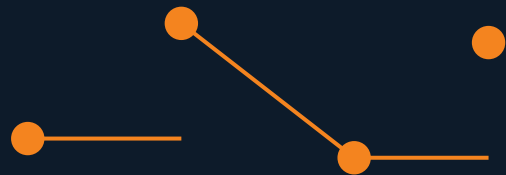


MODULE 2

Building with Shapes

Tools & Concepts

A visual guide to every tool used in the clock-building project



Tools at a Glance

Every tool used in this activity

L

Ellipse Tool

Draw perfect circles & ovals

M

Rectangle Tool

Draw rectangles & squares

V

Selection Tool

Select & move whole objects

A

Direct Selection

Edit individual anchor points

⌘/Ctrl+C

Copy

Copy a selected object

⌘/Ctrl+F

Paste in Front

Paste directly on top of original

⌘/Ctrl+Z

Undo

Step back any action

Space

Hand Tool

Pan around the canvas



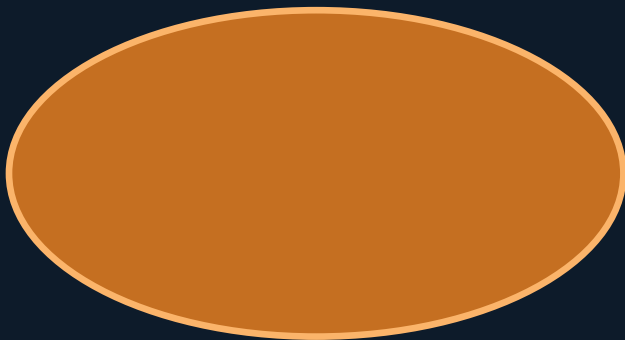
Ellipse Tool

Draw circles and ovals with a click and drag



CIRCLE

Hold ⬆ Shift while dragging



OVAL

Drag freely in any direction



NESTED

⌘F pastes a copy directly on top

Hold ALT / OPTION while scaling to resize from all sides simultaneously — keeping circles perfectly centered.

M Rectangle Tool

The foundation shape for the clock body



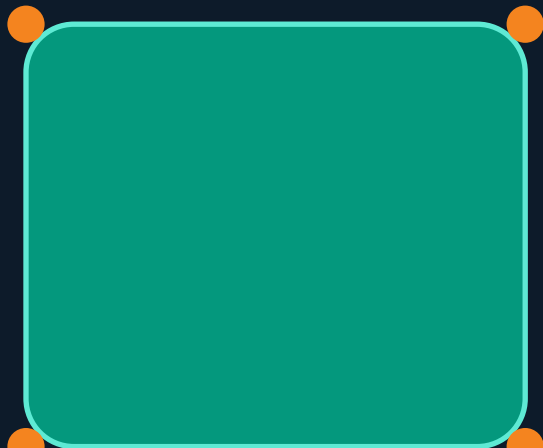
BASIC RECTANGLE

Click & drag to draw
Shortcut: "M"



FLARED BOTTOM

Select bottom points with A
Use ↑ + Arrow keys to move



CORNER WIDGETS

Click a corner point with A
Drag the widget inward

"M" stands for Rectangular Marquee — the same shortcut carries over from Photoshop.

V Selection Tool (Black Arrow)

Select, move, scale, and copy whole objects



SELECT

Click any object to select it. Click on empty space to deselect.



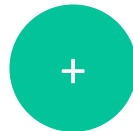
MOVE

Click and drag a selected object to reposition it on the artboard.



SCALE

Drag a corner handle. Hold Shift to maintain proportions.



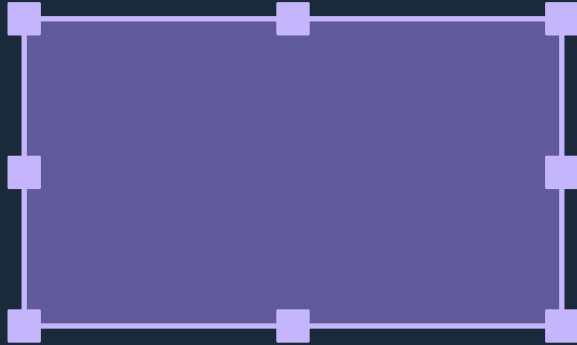
COPY

Hold ALT/Option while dragging to duplicate the object.

A Direct Selection Tool (White Arrow)

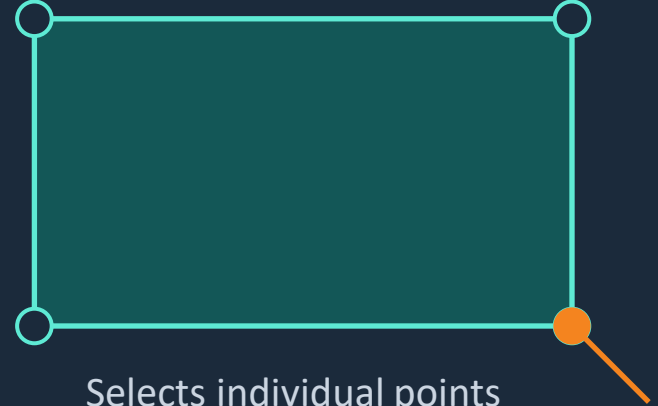
Edit individual anchor points and handles within a shape

V · Selection Tool



Selects the entire object
as one unit

A · Direct Selection Tool

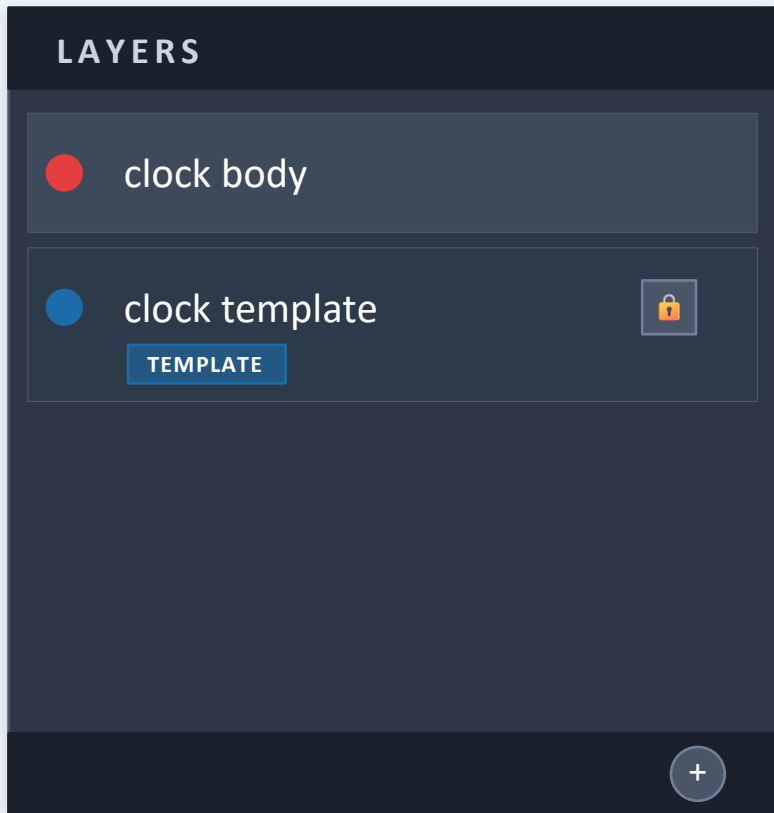


Selects individual points
for precise editing

"A for Adjust" — use Shift+click to select multiple points; use Shift+Arrow keys to move in larger increments.

Layers Panel

Window → Layers · Organization & template locking



Working Layer

All new artwork goes here. Color-coded red — selected objects show a red outline.

Template Layer

Locked and dimmed to 50%. Acts as a tracing guide underneath your artwork.

Color Coding

Each layer has a unique color. Selected objects show that color as their bounding box.

New Layer Button

The + button at the bottom of the panel adds a new layer above the current one.

Pathfinder Panel

Window → Pathfinder · Combine and subtract shapes into new forms

★ **UNITE** is the operation used in this activity



UNITE

Merges all selected shapes into a single unified shape. Used to join the clock head with the body.



EXCLUDE

Removes any area of overlap between shapes, keeping only the non-overlapping portions.



MINUS FRONT

Subtracts the top shape from the shape beneath it, cutting out the overlap area.



DIVIDE

Splits all shapes wherever they intersect, creating separate independent pieces.



INTERSECT

Keeps only the area where all selected shapes overlap, discarding everything else.

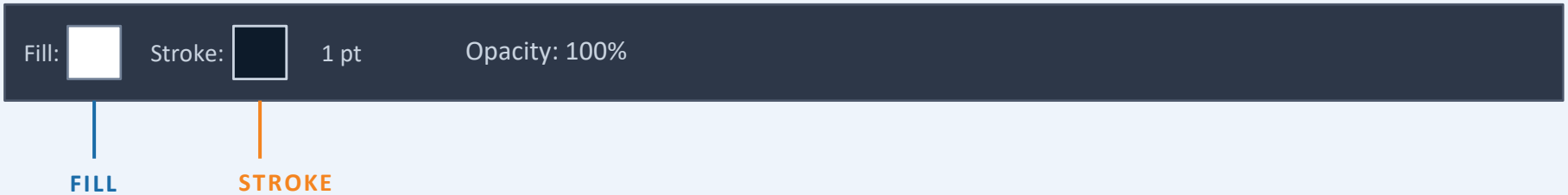


TRIM

Removes hidden parts of shapes stacked below, trimming away covered areas.

Control Panel, Fill & Stroke

The top toolbar that lets you style any selected object



Fill

- Sets the interior color of a shape
- Click the Fill swatch in the Control Panel
- Choose None (red slash) to make it transparent

Stroke

- Sets the outline color and weight
- Click the Stroke swatch to change color
- Set to None to remove the border entirely

Swatches

- Click the dropdown for color options
- Right-click → Large Thumbnail to see swatches clearly
- The red-slash swatch = None (no color)

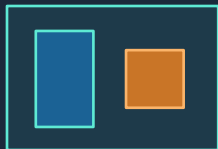
Alignment & Navigation

Keeping objects precise and moving around the canvas efficiently

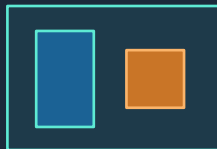
ALIGNMENT · Control Panel (select multiple objects first)



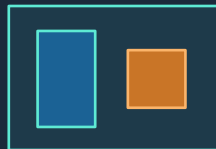
Align Left



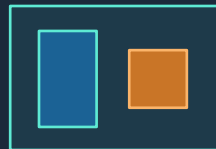
Align Center H



Align Right



Align Top



Align Center V



Align Bottom

Use ⌘/Ctrl + click to select multiple objects, then click the alignment button in the Control Panel to align to the center.

NAVIGATION SHORTCUTS

⌘/Ctrl +

Zoom In

⌘/Ctrl -

Zoom Out

⌘/Ctrl 0

Fit to Screen
(Home Base)

Space + Drag

Pan (Hand Tool)

Arrange & Corner Widgets

Controlling stacking order and softening corners

ARRANGE · Right-click → Arrange

Bring to Front

Bring Forward

Send Backward

Send to Back ★



★ Used in this activity to move the clock body behind the white face

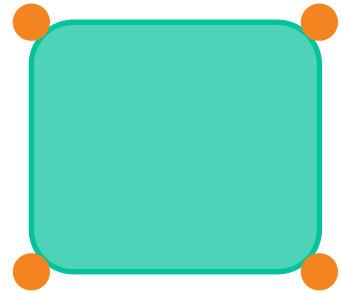
CORNER WIDGETS · Direct Selection Tool

BEFORE



Cusp corners
(sharp edges)

AFTER



Corner widgets
dragged inward

Select corner point(s) with Direct Selection (A), then drag the orange dot inward to round the corner.

Module 2 Summary



Ellipse Tool

Circles and ovals — the heart of the clock.



Selection Tool

Select, move, scale, copy whole objects.



Layers Panel

Template layer + working layer organisation.



Rectangle Tool

The clock body, flower pots, and more.



Direct Selection

Edit individual points and corner widgets.



Pathfinder — Unite

Merge clock head and body into one shape.

Next: Blend Tool and Shape Builder →