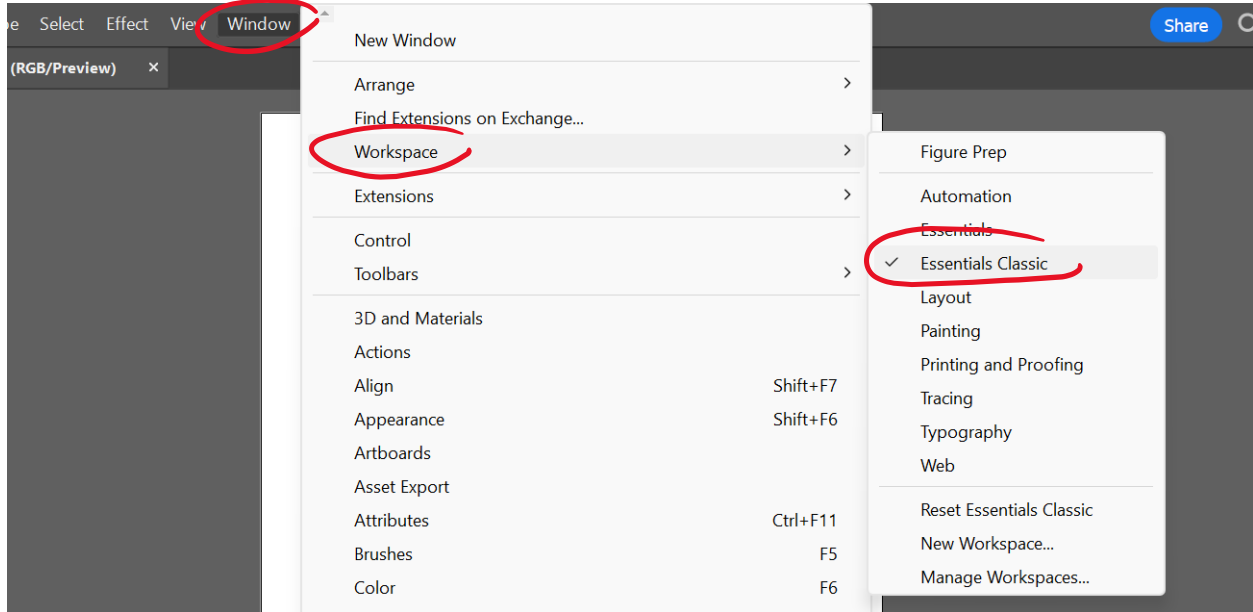


## Setting up your Workspace in Adobe Illustrator (Ai)

### Select Workspace

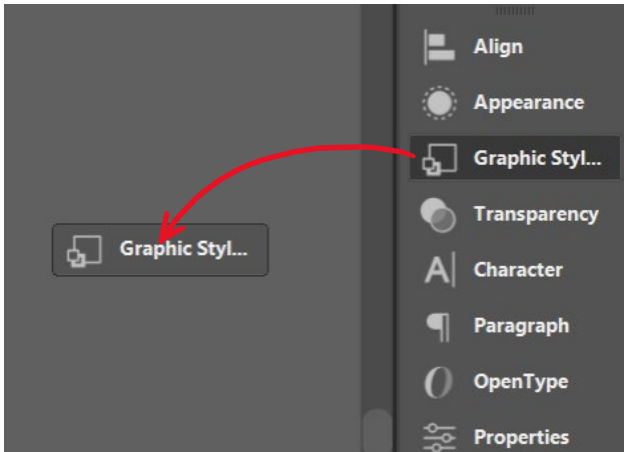
1. Open **Window** tab then select **Workspace** followed by **Essentials Classic**



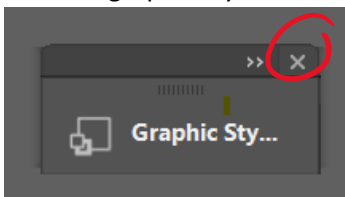
### Personalize Workspace

1. Remove unwanted side panel choices by (A) dragging them into the center and then (B) closing out each tab.

(A) Remove graphic styles from right side panel

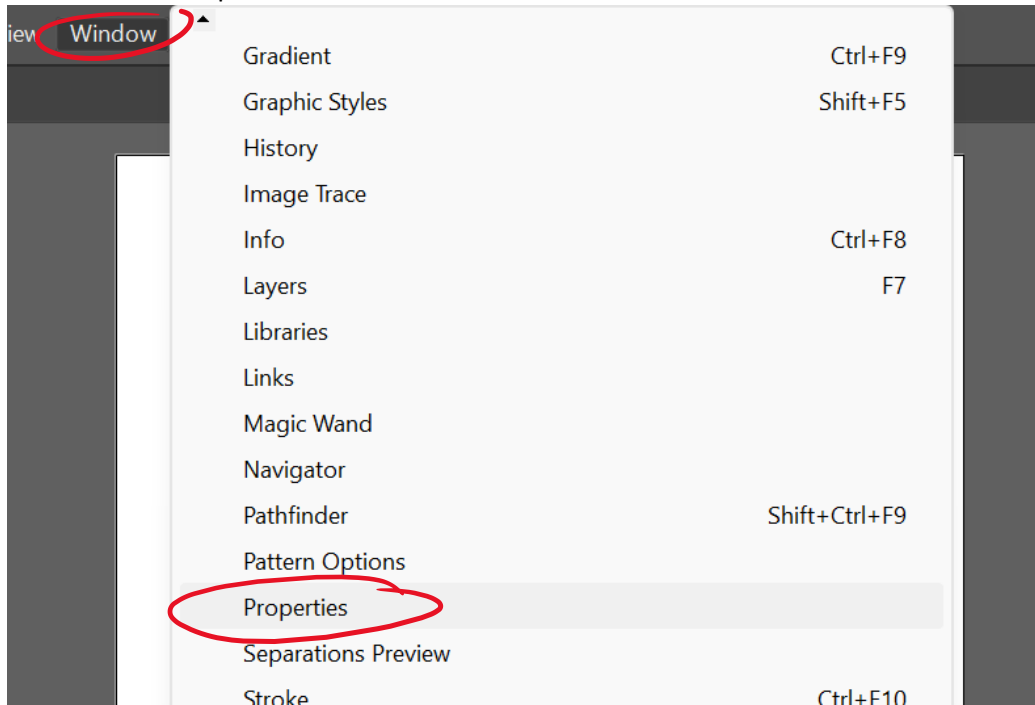


(B) Remove graphic styles from workspace

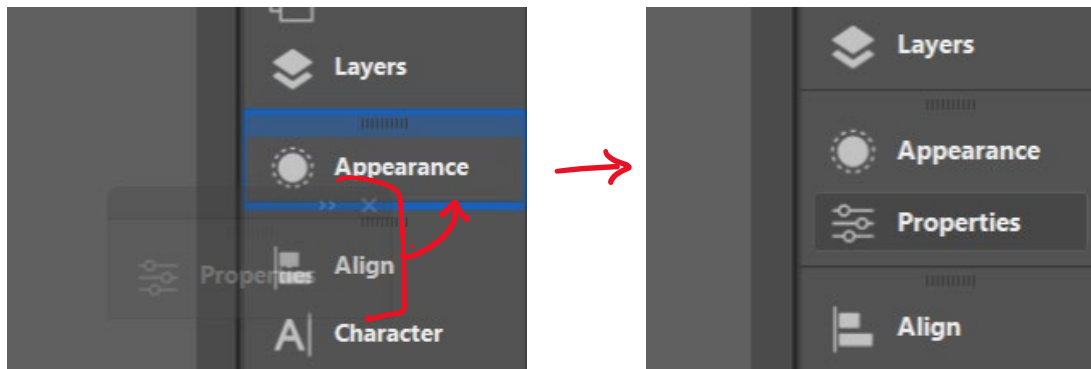


2. Add new tabs by selecting **(A)** Window then your preferred tab, then **(B)** drag the new window into side panel

**(A)** ex. Window > Properties

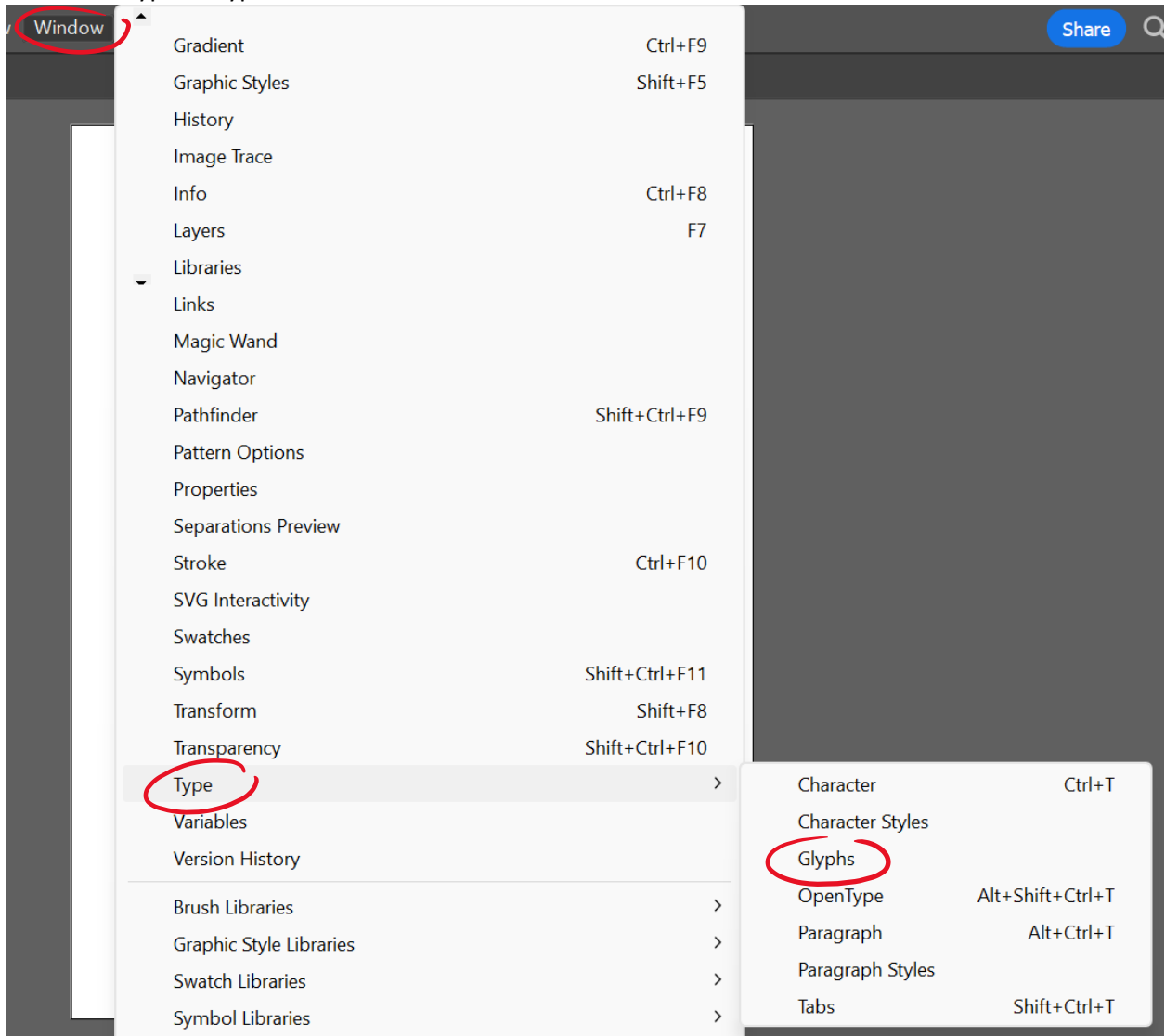


**(B)** Drag new window into right side panel

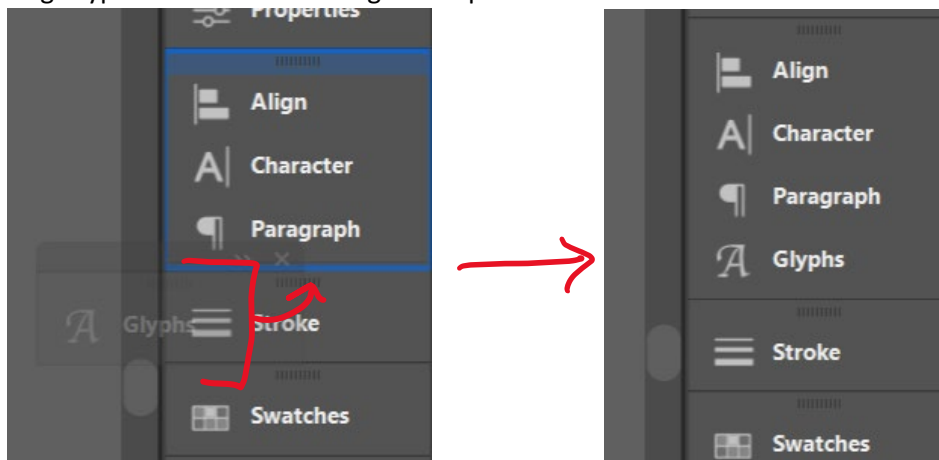


3. To add **Glyphs** panel select **(A)** Window, then Type, then Glyphs. Next, **(B)** drag the new Glyphs window into the side panel.

**(A)** Window > Type > Glyphs

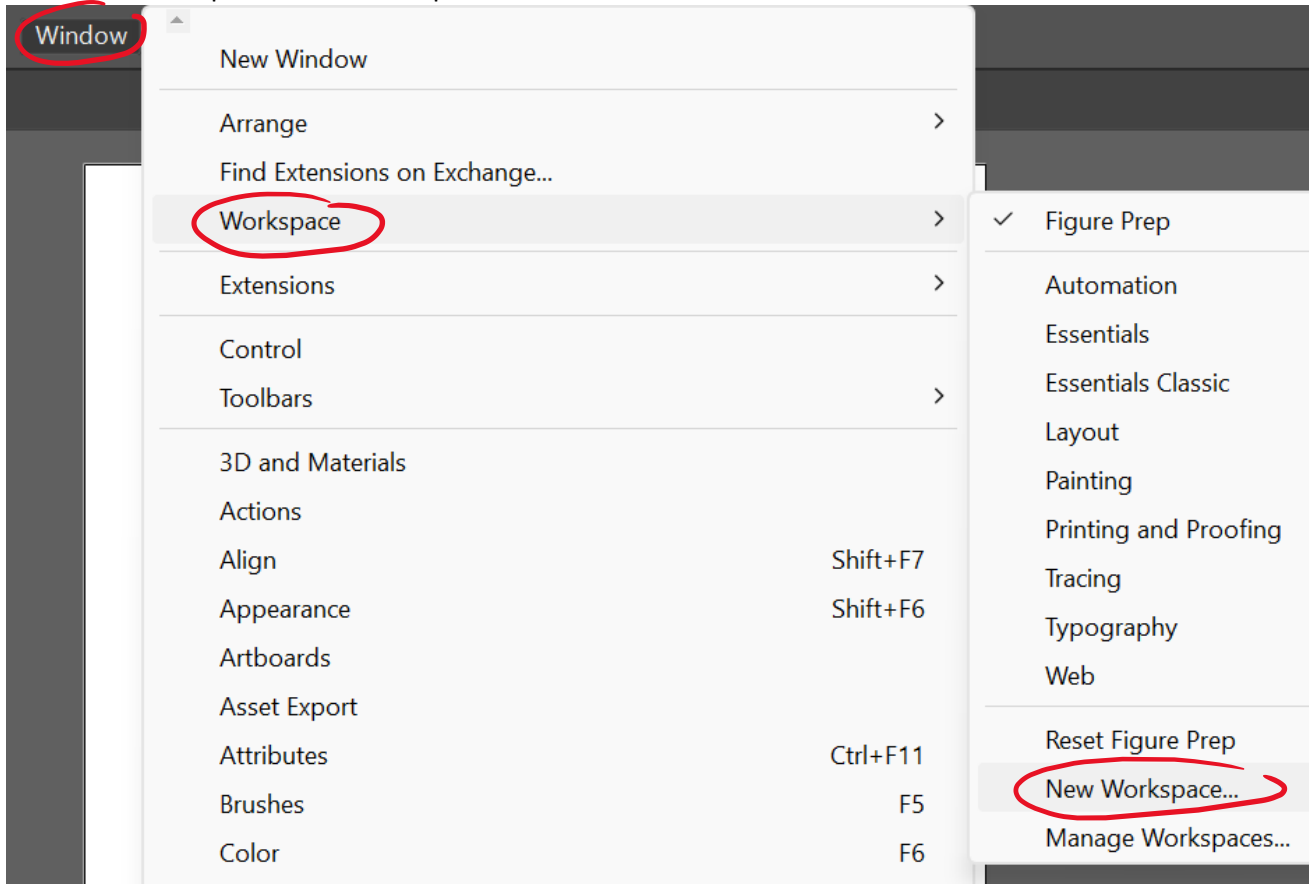


**(B)** drag Glyphs window into the right side panel

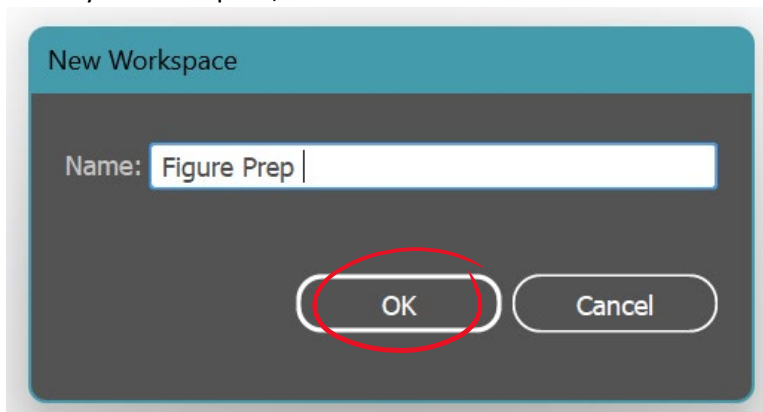


4. Save your personalized workspace by selecting **(A)** window, then workspace, then new workspace. **(B)** Name your workspace select "OK."

**(A)** Window > Workspace > New Workspace



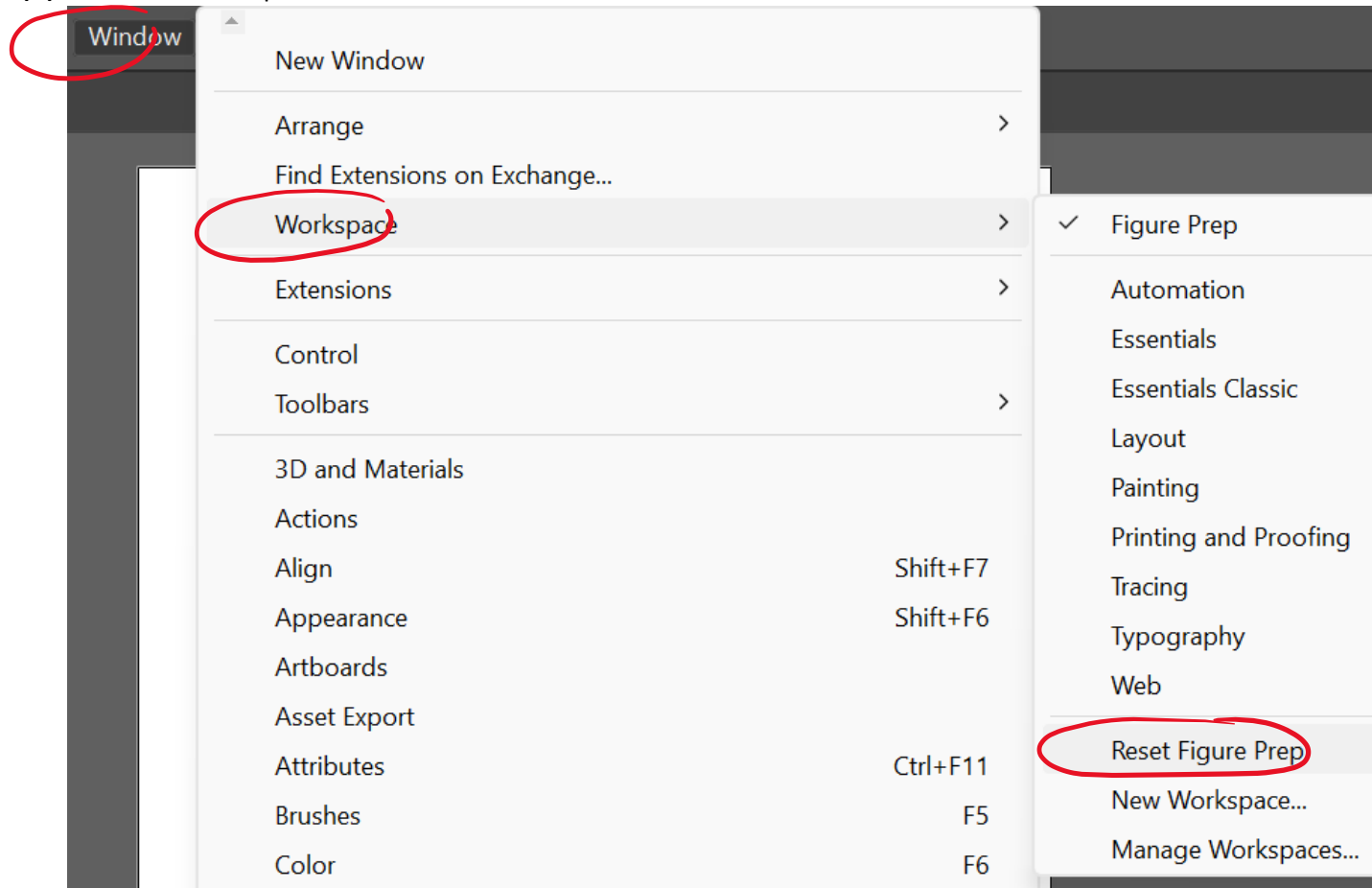
**(B)** Name your workspace, select OK



## Reset Workspace

1. If you modify your workspace and would like to return to original settings you will need to select Window, then Workspace, then Reset.

(A) Window > Workspace > Reset



## Workspace Org (Essentials Classic): recommended panel tabs

- Links
- Artboards
- Layers
- Properties
- Stroke
- Color Swatches
- Character
- Paragraph
- Glyphs
- Align
- Transform