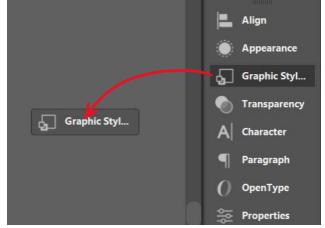
## Select Workspace

 Open *Window* tab then select *Workspace* followed by *Essentials Classic* (A) Window > Workspace > Essentials Classic

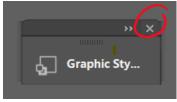
e Select Effect View Window	New Window		Share C
(RGB/Preview) ×	Arrange Find Extensions on Exchange Workspace	>	Figure Prep
	Extensions	>	Automation
	Control Toolbars	>	Essentials Essentials
	3D and Materials Actions		Layout Painting
	Align	Shift+F7	Printing and Proofing Tracing
	Appearance Artboards	Shift+F6	Typography Web
	Asset Export Attributes	Ctrl+F11	Reset Essentials Classic
	Brushes Color	F5 F6	New Workspace Manage Workspaces

## Personalize Workspace

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

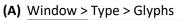
iew Window			
	Gradient	Ctrl+F9	
	Graphic Styles	Shift+F5	
	History		
	Image Trace		
	Info	Ctrl+F8	
	Layers	F7	
	Libraries		
	Links		
	Magic Wand		
	Navigator		
	Pathfinder	Shift+Ctrl+F9	
	Pattern Options		
	Properties		
	Separations Preview		
	Stroke	Ctrl+F10	

(A) ex. Window > Properties

(B) Drag new window into right side panel

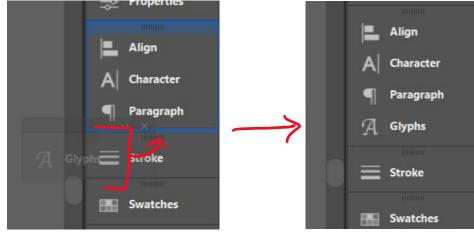


**3.** To add **Glyphs** panel select **(A)** Window, then Type, then Glyphs. Next, **(B)** drag the new Glyphs window into the side panel.



Window	Gradient	Ctrl+F9		Share C
	Graphic Styles	Shift+F5		
	History	Shire is		
	Image Trace			
	Info	Ctrl+F8		
	Layers	F7		
	Libraries	Γ1		
-	Links			
	Magic Wand			
	Navigator			
	Pathfinder	Shift+Ctrl+F9		
	Pattern Options			
	Properties			
	Separations Preview			
	Stroke	Ctrl+F10		
	SVG Interactivity			
	Swatches			
	Symbols	Shift+Ctrl+F11		
	Transform	Shift+F8		
	Transparency	Shift+Ctrl+F10		
(	Туре	>	Character	Ctrl+T
	Variables		Character Styles	
	Version History		Glyphs	
	Brush Libraries	>	OpenType	Alt+Shift+Ctrl+T
	Graphic Style Libraries	>	Paragraph	Alt+Ctrl+T
	Swatch Libraries	>	Paragraph Styles	
	Symbol Libraries	>	Tabs	Shift+Ctrl+T

(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

Window	A New Window		
	Arrange	>	
	Find Extensions on Exchange		
	Workspace	>	✓ Figure Prep
	Extensions	>	Automation
	Control		Essentials
	Toolbars	>	Essentials Classic
	3D and Materials		Layout Painting
	Actions		Printing and Proofing
	Align	Shift+F7	Tracing
	Appearance	Shift+F6	Typography
	Artboards		Web
	Asset Export		
	Attributes	Ctrl+F11	Reset Figure Prep
	Brushes	F5	New Workspace
	Color	F6	Manage Workspaces

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

New Wo	rkspace
Name:	Figure Prep
	OK Cancel

## **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

Window	New Window		
	Arrange	>	
	Find Extensions on Exchange		
	Workspace	>	✓ Figure Prep
	Extensions	>	Automation
	Control		Essentials
	Toolbars	>	Essentials Classic
	3D and Materials		Layout Painting
	Actions		_
	Align Shift+F	Shift+F7	Printing and Proofing Tracing
	Appearance	Shift+F6	Typography
	Artboards		Web
	Asset Export		USW
	Attributes	Ctrl+F11	Reset Figure Prep
	Brushes	F5	New Workspace
	Color	F6	Manage Workspaces

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

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