Document size can be anything; it's different from paper size.

VIEW
Zoom in **COMMAND and +**
Zoom out **COMMAND and -**
Fit in Window **COMMAND and 0**

Type tool: draw a box first to avoid unproportional scaling

Convert to outlines   **UNDER TYPE**
Put a duplicate outside the live area for future use

Copy, Fit in Window, Paste to place something in the center of your document without measuring.

View/ Show Rulers
Drag down guidelines
Show/Hide Guides **COMMAND + ;**

Window / Layers
Create New Layer
Lock / View Layers
Copy from one layer to another

ROTATE
Select object
Select Rotate Tool
Hold down option and click on center point of new graphic
Angle: type '360/x" where x is the number of repetitions of object around the circle
Choose "Copy"

ALIGN
Under View / Align
Use to align disparate objects
Use to distribute space evenly between objects

PRINT
Choose one of the mono printers
Media Size: change from "Defined by Driver" to "Letter"
Do Not Scale
Under "Marks and Bleed" check "Trim Marks" and change "Offset" to "2 pt"
Double-click on the thumbnail of your document to center your artwork on the paper