



KEYBOARD SHORTCUTS CHEAT SHEET



GENERAL TOOLS p1

Shortcuts	Mac & PC
Selection	V
Direct Selection	A
Group Selection	Shift
Magic Wand	Y
Lasso	Q
Pen	P
Add Anchor Point	+
Delete Anchor Point	-
Convert Anchor Point	Shift + C
Type	T
Touch Type	Shift + T
Line Segment	\
Rectangle	M
Ellipse	L
Paintbrush	B
Pencil	N
Blob Brush	Shift + B
Artboard	Shift + O

GENERAL TOOLS p2

Shortcuts	Mac & PC
Eraser	Shift + E
Scissors	C
Rotate	R
Reflect	O
Scale	S
Width	Shift + W
Warp	Shift + R
Free Transform	E
Free Transform	Shift + M
Live Paint Bucket	K
Live Paint Selection	Shift + L
Perspective Grid	Shift + P
Perspective Selection	Shift + V
Mesh	U
Gradient	G
Eyedropper	I
Blend	W
Symbol Sprayer	Shift + S

GENERAL TOOLS p3

Shortcuts	Mac & PC
Column Graph	J
Slice	Shift + K
Hand	H
Zoom	Z
Toggle Fill and Stroke	X
Default Fill and Stroke	D
Swap Fill and Stroke	Shift + X
Gradient	.
Color	,
None	/
Toggle 3 Screen Modes	F
Show/Hide All Panels	Tab
Show/Hide All But Toolbox	Shift + Tab
Increase Diameter	]
Decrease Diameter	[
Symbolism Tools: Increase	Shift + }
Symbolism Tools: Decrease	Shift + {
Toggle Drawing Mode	Shift + D

FILE COMMANDS

Shortcuts	Mac	PC
New	Cmd+N	Ctrl+N
New from Template	Shift+Cmd+N	Shift+Ctrl+N
Open	Cmd+O	Ctrl+O
Browse in Bridge	Opt+Cmd+O	Alt+Ctrl+O
Close	Cmd+W	Ctrl+W
Save or Save As	Cmd+S or Shift+Cmd+S	Ctrl+S or Shift+Ctrl+S
Save for Web	Opt+Shift+Cmd+S	Alt+Shift+Ctrl+S
Revert	Opt+Cmd+Z	Alt+Ctrl+Z
Scripts > Other Script	Cmd+F12	Ctrl+F12
Package	Opt+Shift+Cmd+P	Alt+Shift+Ctrl+P
Document Setup	Opt+Cmd+P	Alt+Ctrl+P
File Info	Opt+Shift+Cmd+I	Alt+Shift+Ctrl+I
Print	Cmd+P	Ctrl+P
Exit	Cmd+Q	Ctrl+Q

EDIT COMMANDS

Shortcuts	Mac	PC
Undo	Cmd+Z	Ctrl+Z
Redo	Shift+Cmd+Z	Shift+Ctrl+Z
Cut	Cmd+X	Ctrl+X
Copy	Cmd+C	Ctrl+C
Paste	Cmd+V	Ctrl+V
Paste in Front	Cmd+F	Ctrl+F
Paste in Back	Cmd+B	Ctrl+B
Paste in Place	Shift+Cmd+V	Shift+Ctrl+V
Paste on All Artboards	Opt+Shift+Cmd+V	Alt+Shift+Ctrl+V
Check Spelling	Cmd+I	Ctrl+I
Color Settings	Shift+Cmd+K	Shift+Ctrl+K
Keyboard Shortcuts	Opt+Shift+Cmd+K	Alt+Shift+Ctrl+K
Preferences > General	Cmd+K	Ctrl+K

VIEWING ARTWORK

Shortcuts	Mac	PC
Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	F	
Fit imageable area in window	Double-click Hand tool	
Magnify 100%	Double-click Zoom tool	
Switch to Hand tool (when not in text-edit mode)	Spacebar	
Switch to Zoom tool in magnify mode	Spacebar + Cmd	Ctrl + Spacebar
Switch to Zoom tool in reduce mode	Spacebar + Cmd + Option	Ctrl + Alt + Spacebar
Move Zoom marquee while dragging with the Zoom tool	Spacebar	
Hide unselected artwork	Cmd + Option + Shift + 3	Control + Alt + Shift + 3
Convert between horizontal and vertical guide	Option-drag guide	Alt-drag guide
Release guide	Cmd + Shift-double-click guide	Ctrl + Shift-double- click guide
Show/Hide artboards	Cmd + Shift + H	Ctrl + Shift + H
Show/Hide artboard rulers	Cmd + Option + R	Ctrl + Alt + R
View all artboards in window	Cmd + Option + 0 (zero)	Ctrl + Alt + 0 (zero)

VIEWING ARTWORK p2

Shortcuts	Mac	PC
Paste in place on the active artboard	Cmd + Shift + V	Ctrl+Shift+V
Exit Artboard tool mode	Esc	
Create artboard inside another artboard	Shift-drag	
Select multiple artboards in the Artboards panel	Cmd + click	Ctrl+click
Navigate to next document	Cmd + F6	Ctrl + F6
Navigate to previous document	Cmd + Shift + F6	Ctrl + Shift + F6
Navigate to next document group	Cmd + Option + F6	Ctrl + Alt + F6
Navigate to previous document group	Cmd + Option + Shift + F6	Ctrl + Alt + Shift + F6
Exit Full Screen mode	Esc	

BRUSHES

Shortcuts	Mac & PC
Open Brush Options dialog box	Double-click brush
Duplicate brush	Drag brush to New Brush button

DRAW

Shortcuts	Mac	PC
Constrain a shape's proportions or orientation to: equal height and width for rectangles, rounded rectangles, ellipses, and grids Increments of 45° for line and arc segments Original orientation for polygons, stars, and flares	Shift-drag	
Move a shape while drawing it	spacebar-drag	
Draw from the center of a shape (except for polygons, stars, and flares)	Option-drag	Alt-drag
Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays	Start dragging, then press the Up Arrow or Down Arrow	
Keep the inner radius of a star constant	Start dragging, hold down Cmd	Start dragging, hold down Ctrl
Keep the sides of a star straight	Option-drag	Alt-drag
Switch between an open and closed arc	Start dragging, hold down C	
Flip an arc, keeping the reference point constant	Start dragging, hold down SF	Start dragging, hold down F
Add or subtract winds from a spiral while increasing the length of the spiral	Start dragging then Option-drag	Start dragging, then Alt-drag

DRAW p2

Shortcuts	Mac	PC
Change the decay rate of a spiral	Start dragging then Cmd-drag	Start dragging then Ctrl-drag
Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid	Start dragging, then press the Up Arrow or Down Arrow	
Add or remove vertical lines from a rectangular grid or radial lines from a polar grid	Start dragging, then press the Right Arrow or Left Arrow	
Decrease skew value for horiz dividers in a rectangular grid or radial dividers in a polar grid by 10%	Start dragging, then press F	
Increase skew value for horiz dividers in a rectangular grid or radial dividers in a polar grid by 10%	Start dragging, then press V	
Decrease skew value for vert dividers in a rectangular grid or concentric dividers in a polar grid by 10%	Start dragging, then press X	
Increase skew value for vert dividers in a rectangular grid or concentric dividers in a polar grid by 10%	Start dragging, then press C	
Create and expand a Live Trace object in one step	Option-click Live Trace in the Control panel, or hold down Opt and select a tracing preset.	Alt-click Live Trace in the Control panel, or hold down Alt and select a tracing preset.
Increase size of Blob Brush	]	

DRAW p3

Shortcuts	Mac	PC
Decrease size of Blob Brush	[	
Constrain Blob Brush path horizontally or vertically	Shift	
Switch through drawing modes	Shift+D	
Join two or more paths	Select the paths, then press Command+J	Select the paths, then press Ctrl+J
Create corner or smooth join	Select the anchor point, then press Shift+Command+Option+j	Select the paths, then press Shift+Ctrl+Alt+j

SWATCHES

Shortcuts	Mac	PC
Create new spot color	Cmd-click New Swatch button	Ctrl-click New Swatch button
Create new global process color	Cmd + Shift-click New Swatch button	Ctrl + Shift-click New Swatch button
Replace swatch with another	Option-drag a swatch over another	Alt-drag a swatch over another

EDIT SHAPES

Shortcuts	Mac	PC
Switch Pen tool to Convert Anchor Point tool	Option	Alt
Switch between Add Anchor Point tool and Delete Anchor Point tool	Option	Alt
Switch Scissors tool to Add Anchor Point tool	Option	Alt
Switch Pencil tool to Smooth tool	Option	Alt
Move current anchor point while drawing with Pen tool	Spacebar-drag	
Cut a straight line with Knife tool	Option-drag	Alt-drag
Cut at 45° or 90° with Knife tool	Shift + Option-drag	Shift + Alt-drag
Use shape mode buttons in Pathfinder panel to create compound paths	Option + Shape mode	Alt + Shape mode
Erase unwanted closed regions created using Shape Builder tool	Option+click the closed region	Alt+click the closed region
Select the Shape Builder tool	Shift+M	
Display rectangular marquee to easily merge multiple paths (when using Shape Builder tool)	Shift+click+drag	

FUNCTION COMMANDS p1

Shortcuts	Mac	PC
Invoke Help	F1	
Cut	F2	
Copy	F3	
Paste	F4	
Show/hide Brushes panel	F5	
Show/hide Color panel	F6	
Show/hide Layers panel	F7	
Create new symbol	F8	
Show/hide Info panel	Cmd+ F8	Ctrl + F8
Show/hide Gradient panel	Cmd + F9	Ctrl + F9
Show/hide Stroke panel	Cmd + F10	Ctrl + F10
Show/hide Attributes panel	Cmd + F11	Ctrl + F11
Revert	F12	
Show/hide Graphic Styles panel	Shift + F5	Shift + F5
Show/hide Appearance panel	Shift + F6	Shift + F6
Show/hide Align panel	Shift + F7	Shift + F7
Show/hide Transform panel	Shift + F8	Shift + F8

FUNCTION COMMANDS p2

Shortcuts	Mac	PC
Show/hide Pathfinder panel	Shift + Cmd + F9	Shift + Ctrl + F9
Show/hide Transparency panel	Shift + Cmd + F10	Shift + Ctrl + F10
Show/hide Symbols panel	Shift + Cmd + F11	Shift + Ctrl + F11
Show/hide perspective grid	Cmd+Shift+I	Ctrl+Shift+I

MOVING COMMANDS

Shortcuts	Mac	PC
Move selection in user-defined increments	Right Arrow, Left Arrow, Up Arrow, or Down Arrow Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow	
Move selection in 10x user-defined increments	Arrow, Up Arrow, or Down Arrow	
Lock all deselected artwork	Cmd + Opt+ Shift + 2	Ctrl + Alt + Shift + 2
Constrain movement to 45° angle (except when using Reflect tool)	Hold down Shift	

SELECTION COMMANDS

Shortcuts	Mac	PC
Switch to last-used selection tool (Selection tool, Direct tool, or Group Selection tool)	Cmd	Ctrl
Switch between Direct Selection tool and Group Selection tool	Option	Alt
Add to a selection with Selection tool, Direct Selection tool, Group Selection tool, Live Paint Selection tool, or Magic Wand tool	Shift-click	
Subtract a selection with Selection tool, Direct	Shift-click	
Subtract from selection with Magic Wand tool	Option-click	Alt-click
Add to selection with Lasso tool	Shift-drag	
Subtract from selection with Lasso tool	Option-drag	Alt-drag
Change pointer to cross hair for Lasso tool	Caps Lock	
Select artwork in active artboard	Cmd+Opt+A	Ctrl + Alt + A
Select behind an object	Cmd+click x2	Ctrl+click twice
Select behind in isolation mode	Cmd+click x2	Ctrl+click twice