

Training for All Kinds of Basic and Advanced Software
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Adobe Illustrator

KeyboardShortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE ADOBE ILLUSTRATOR SHORTCUTS.

How To Read The List

Where shortcut keys must be pressed together they will be shown like this



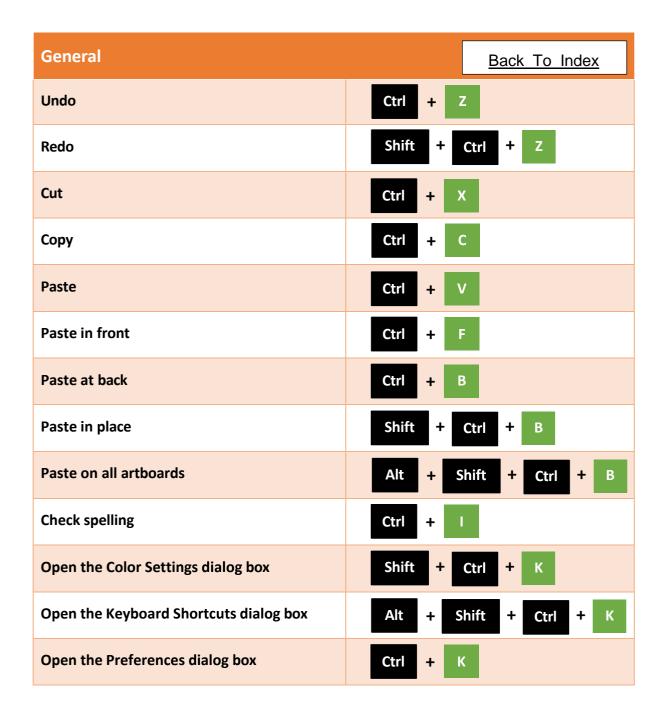
which means press CTRL and C together. Where keys must be pressed one after the other they will be shown like this



which means press Alt and O together, then release those keys and press H, then R.

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Work with selections	<u>Draw</u>
Edit shapes	Work with Live Paint groups
Work with objects	Create variable width points
Work with type	<u>Using Panels</u>
Actions panels	Brushes panel
Character and Paragraph panels	Color panel
Gradient panel	Layers panel
Swatches panel	Transform panel
Transparency panel	Function keys



Work with documents	Back To Index
Create a document	Ctrl + N
Create a document from a template	Shift + Ctrl + N
Create a document without opening the New Document dialog box	Alt + Ctrl + N
Open a document	Ctrl + O
Place a file in the document	Shift + Ctrl + P
Open the File Information dialog box	Alt + Shift + Ctrl + I
Open the Document Setup dialog box	Alt + Ctrl + P
Browse in Adobe Bridge	Alt + Ctrl + O
Close the document window	Ctrl + W
Save changes made to the document	Ctrl + S
Open the Save As dialog box	Shift + Ctrl + S
Save a copy of the document	Alt + Ctrl + S
Save the document as script files	Ctrl + F12
Open the Export for screens dialog box	Alt + Ctrl + E
Open the Save For Web dialog box	Alt + Shift + Ctrl + S
Package the document	Alt + Shift + Ctrl + P
Print	Ctrl + P
Exit the application	Ctrl + Q

Select tools	Back To Index
Artboard tool	Shift + O
Selection tool	V
Direct Selection tool	А
Magic Wand tool	Υ
Lasso tool	Q
Pen tool	Р
Curvature tool	Shift + ~
Blob Brush tool	Shift + B
Add Anchor Point tool	+
Delete Anchor Point tool	-
Switch to Anchor Point tool	Shift + C
Type tool	Т
Touch Type tool	Shift + T
Line Segment tool	\
Rectangle tool	М
Ellipse tool	L
Paintbrush tool	В
Pencil tool	N

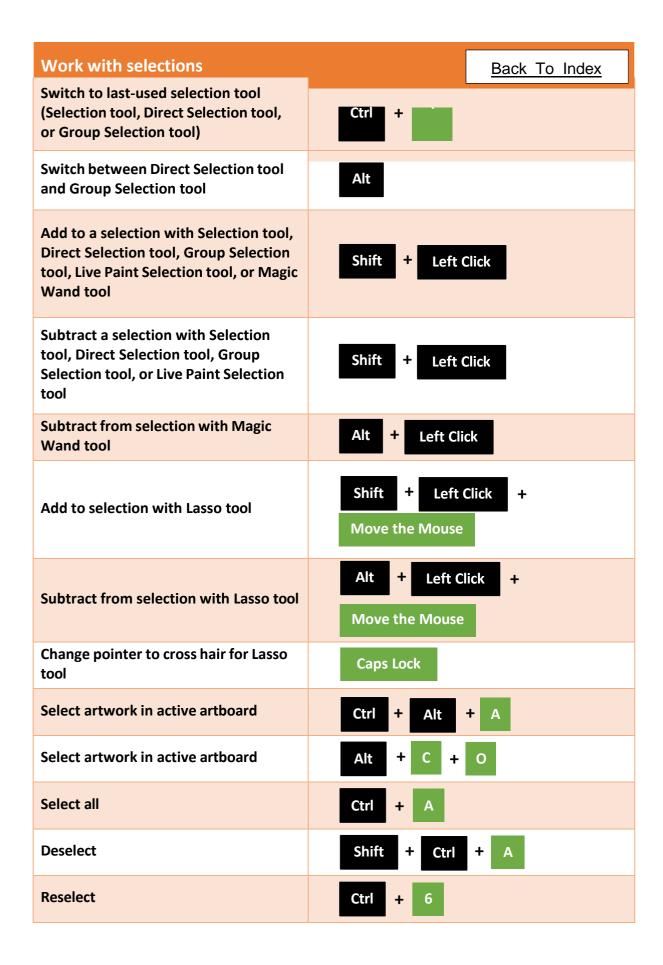
Shaper tool	Shift + N
Rotate tool	R
Reflect tool	О
Scale tool	S
Warp tool	Shift + R
Width tool	Shift + W
Free Transform tool	Е
Shape Builder Tool	Shift + M
Perspective Grid Tool	Shift + P
Perspective Selection Tool	Shift + V
Symbol Sprayer tool	Shift + S
Column Graph tool	J
Mesh tool	U
Gradient tool	G
Eyedropper tool	
Blend tool	W
Live Paint Bucket tool	К
Live Paint Selection tool	Shift + L
Slice tool	Shift + K

Eraser tool	Shift + E
Scissors tool	С
Hand tool	н
Zoom tool	Z
Switch to Smooth tool while using Blob Brush tool	Alt

View artwork	Back To Index
Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	F
(Double click Hand tool) Fit imageable area in window	Double Click
(Double click Zoom tool) Magnify 100%	Double Click
Magnify 100%	Ctrl + 1
Switch to Hand tool (when not in text-edit mode)	Space
Switch to Zoom tool in magnify mode	Ctrl + Space
Switch to Zoom tool in reduce mode	Ctrl + Alt + Space
Move Zoom marquee while dragging with the Zoom tool	Space
Hide bounding box	Shift + Ctrl + B

Hide unselected artwork	Ctrl + Alt + Shift + 3
(Drag guide) Convert between horizontal and vertical guide	Alt + Left Click + Move the Mouse
(Double click guide) Release guide	Ctrl + Shift + Double Click
Show document template	Ctrl + H
Show/Hide artboards	Ctrl + Shift + H
Show/Hide artboard rulers	Ctrl + R
Show transparency grid	Shift + Ctrl + D
View all artboards in window	Ctrl + Alt + 0
Paste in place on the active artboard	Ctrl + Shift + V
Exit Artboard tool mode	Esc
Create artboard inside another artboard	Shift + Left Click + Move the Mouse
Select multiple artboards in the Artboards panel	Ctrl + Left Click
Navigate to next document	Ctrl + F6
Navigate to previous document	Ctrl + Shift + F6
Navigate to next document group	Ctrl + Alt + F6
Navigate to previous document group	Ctrl + Alt + Shift + F6

Toggle between Outline and GPU Preview of the document	Ctrl + Y
Toggle between GPU and CPU Preview of the document	Ctrl + E
View the document in Overprint Preview mode	Alt + Shift + Ctrl + Y
View the document in Pixel Preview mode	Alt + Ctrl + Y
Exit Full Screen mode	Esc
Zoom in	Ctrl + =
Zoom out	Ctrl + -
Hide guides	Ctrl + ;
Lock guides	Alt + Ctrl + ;
Make guides	Ctrl + 5
Release guides	Alt + Ctrl + 5
Show/ hide smart guides	Ctrl + U
Show/ hide perspective grid	Ctrl + Shift + I
Show grid	Ctrl + '
Snap to grid	Shift + Ctrl + '
Snap to point	Alt + Ctrl + '



Alt + Ctrl +	
selection Alt + Ctrl +]	
Select the object below the current selection + Ctrl + [
Select behind an object + Left click then	Left click
Select behind in isolation mode Ctrl + Left click then	Left click
Group the selected artwork Ctrl + G	
Ungroup the selected artwork Shift + Ctrl + G	
Lock a selection Ctrl + 2	
Unlock a selection Alt + Ctrl + 2	
Hide a selection Ctrl + 3	
Show all selections Alt + Ctrl + 3	
Move selection in user-defined increments Arrow Keys	
Move selection in 10x user-defined increments Shift + Arrow Keys	
Lock all deselected artwork	+ 2
(hold) Constrain movement to 45° angle (except when using Reflect tool)	
Bring a selection forward Ctrl +]	
Move a selection to the front Shift + Ctrl +]	
Send a selection backward Ctrl +	
Move a selection to the back Shift + Ctrl + [

Note: Set keyboard increments in General Preferences. (Ctrl/ Cmd + K).

Draw	Back To Index
Constrain a shape's proportions or orientation to: equal height and width for rectangles, rounded rectangles, ellipses, and grids	Shift + Left Click + Move the Mouse
Increments of 45° for line and arc segments	Shift + Left Click + Move the Mouse
Original orientation for polygons, stars, and flares	Shift + Left Click + Move the Mouse
Move a shape while drawing it	Space + Left Click + Move the Mouse
Draw from the center of a shape (except for polygons, stars, and flares)	Alt + Left Click + Move the Mouse
Keep the sides of a star straight	Alt + Left Click + Move the Mouse

Note: Start dragging, then press one of these shortcuts:

Draw	Back To Index
Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays	Up arrow/ Down arrow
(hold down) Keep the inner radius of a star constant	Ctrl
(hold down) Switch between an open and closed arc	С
(hold down) Flip an arc, keeping the reference point constant	F
Add or subtract winds from a spiral while increasing the length of the spiral	Alt + Left Click + Move the Mouse
Change the decay rate of a spiral	Ctrl + Left Click + Move the Mouse
Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid	Up arrow/ Down arrow
Add or remove vertical lines from a rectangular grid or radial lines from a polar grid	Left arrow/ Right arrow
Decrease the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%	F
Increase the skew value for horizontal dividers in a rectangular V Page 3 of 9 grid or radial dividers in a polar grid by 10%	V

Decrease the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%	х
Increase the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%	С
Increase size of Blob Brush	1
Decrease size of Blob Brush	
Constrain Blob Brush path horizontally or vertically	Shift
Switch through drawing modes	Shift + D

Note: Select the paths, then use those shortcuts:

Draw	Back To Index
Join two or more paths	Ctrl + J
Average two or more path	Alt + Ctrl + J
Create corner or smooth join	Shift + Ctrl + Alt + J
Create a compound path	Ctrl + 8
Release a compound path	Alt + Shift + Ctrl + 8
Edit a pattern	Shift + Ctrl + F8
Perspective Grid Tool	Shift + P
Perspective Selection Tool	Shift + V

Perspective Grid	Ctrl + Shift + I
(drag object) Moving objects perpendicularly	5 + Left Click + Move the Mouse

Note: Use the Perspective Selection tool and then press 1 for left grid, 2 for horizontal grid, 3 for right grid, or 4 for no active grid.

Draw	Back To Index
Copying objects in perspective	Ctrl + Alt + Left Click + Move the Mouse
Repeat transforming objects in perspective	Ctrl + D
Switching between drawing modes	Shift + D

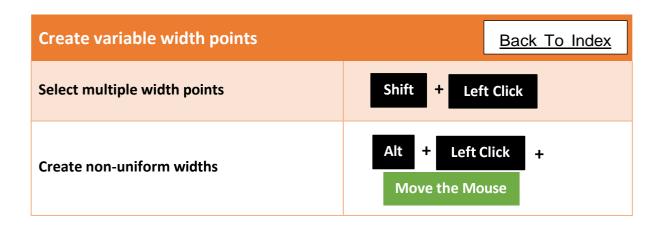
Edit shapes	Back To Index
Switch Pen tool to Convert Anchor Point tool	Alt
Switch between Add Anchor Point tool and Delete Anchor Point tool	Alt
Switch Scissors tool to Add Anchor Point tool	Alt
Switch Pencil tool to Smooth tool	Alt
Move current anchor point while drawing with Pen tool	Space + Left Click + Move the Mouse

Cut a straight line with Knife tool	Alt + Left Click + Move the Mouse
Cut at 45° or 90° with Knife tool	Shift + Alt + Left Click + Move the Mouse
(click Shape mode) Use shape mode buttons in Pathfinder panel to create compound paths	Alt + Left Click
(click the closed region) Erase unwanted closed regions created using Shape Builder tool	Alt + Left Click
Select the Shape Builder tool	Shift + M
Display rectangular marquee to easily merge multiple paths (when using Shape Builder tool)	Shift + Left Click + Move the Mouse
Increase the intensity of symbols (when using Symbolism tool)	Shift + }
Decrease the intensity of symbols (when using Symbolism tool)	Shift + {
Blend objects	Alt + Ctrl + B
Finish adding objects to the blend	Alt + Shift + Ctrl + B
Distort objects using a warp shaped envelope	Alt + Ctrl + Shift + W
Distort objects using a mesh as the shape of the envelope	Alt + Ctrl + M
Distort objects using another object as the shape of the envelope	Alt + Ctrl + C

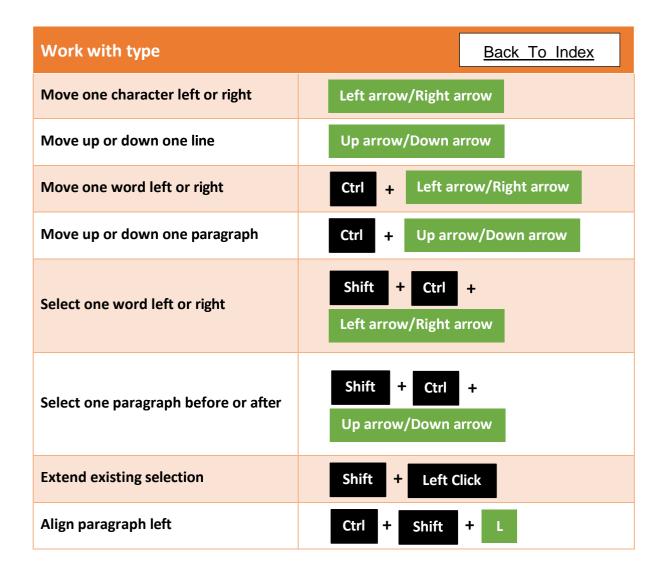
Work with Live Paint groups	Back To Index
(click Live Paint Bucket tool) Switch to Eyedropper tool and sample fill and/or stroke	Alt + Left Click
(click Live Paint Bucket tool) Switch to Eyedropper tool and sample color from an image or intermediate color from a gradient	Alt + Shift + Left Click
(click Live Paint Bucket tool) Select opposite Live Paint Bucket tool options (if Paint Fills and Paint Strokes are currently selected, switch to Paint Fills only)	Shift + Left Click
(click Live Paint Bucket tool) Fill across unstroked edges into adjacent faces	Double Click + Left Click
(click Live Paint Bucket tool) Fill all faces that have same fill and stroke all edges that have same stroke	Click three times (rapidly) + Left Click
(click Live Paint Selection tool) Switch to Eyedropper tool and sample fill and/or stroke	Alt + Left Click
(click Live Paint Selection tool) Switch to Eyedropper tool and sample color from an image or intermediate color from a gradient	Alt + Shift + Left Click
(click Live Paint Selection tool) Add to/subtract from a selection	Shift + Left Click
(click Live Paint Selection tool) Select all connected faces /edges with same fill/stroke	Double Click
(click Live Paint Selection tool) Select all faces/edges with same fill/stroke	Triple + Left Click

Work with objects Back To Index Set origin point and open dialog box when **Left Click** using Rotate tool, Scale tool, Reflect tool, or **Shear tool Duplicate and transform selection when Left Click** Alt using Selection tool, Scale tool, Reflect tool, or Shear tool **Move the Mouse** Transform pattern (independent of object) **Left Click** when using Selection tool, Scale tool, Reflect tool, or Shear tool **Move the Mouse** Ctrl Reapply a transformation to an object Apply last pathfinder effect to the selected Ctrl object Move an object Shift Ctrl M **Open the Transform Each dialog box** Shift Make a clipping mask Release a clipping mask Toggle between fill and stroke Set fill and stroke to default D Shift Swap fill and stroke Select gradient fill mode Hide gradient annotator (when using the Ctrl **Gradient tool)**

Select color fill mode	<
Select no stroke/fill mode	
(click Eyedropper tool) Sample color from an image or intermediate color from gradient	Shift + Left Click
(click Eyedropper tool) Sample style and append appearance of currently selected item	Alt + Shift + Left Click
Add new fill	Ctrl + /
Add new stroke	Ctrl + Alt + /
(click gradient button in Tools panel or Gradient panel) Reset gradient to black and white	Ctrl + Left Click
Make Live Paint (when using the Paint Bucket tool)	Alt + Ctrl + X
Decrease Bristle brush size	
Increase Bristle brush size	1



(click the width point) Create a copy of the width point	Alt + Left Click + Move the Mouse
Change the position of multiple width points	Shift + Left Click + Move the Mouse
Delete selected width point	Del
Deselect a width point	Esc



Align paragraph right	Ctrl + Shift + R
Align paragraph center	Ctrl + Shift + C
Justify text left	Ctrl + Shift + J
Justify all lines	Shift + Ctrl + F
Toggle line composer	Alt + Shift + Ctrl + C
Insert soft return	Shift + Enter
Highlight kerning	Ctrl + Alt + K
Reset horizontal scale to 100%	Ctrl + Shift + X
Increase font size	Ctrl + Shift + .
Decrease font size	Ctrl + Shift + ,
Increase or decrease leading (horizontal text)	Alt + Up arrow/Down arrow
Increase or decrease leading (vertical text)	Alt + Left arrow/Right arrow
Select tracking value	Alt + Ctrl + K
Reset tracking/kerning to 0	Ctrl + Alt + Q
Increase or decrease kerning and tracking (horizontal text)	Alt + Left arrow/Right arrow
Increase or decrease kerning and tracking (vertical text)	Alt + Up arrow/Down arrow
Increase or decrease kerning and tracking by five times (horizontal text)	Ctrl + Alt + Left arrow/Right arrow

Increase or decrease kerning and tracking by five times (vertical text)	Ctrl + Alt + Up arrow/Down arrow
Increase or decrease baseline shift (horizontal text)	Alt + Shift + Up arrow/Down arrow
Increase or decrease baseline shift (vertical text)	Alt + Left arrow/Right arrow
Switch between Type and Vertical Type, Area Type and Vertical Area Type, and Path Type and Vertical Path Type tools	Shift
Switch between Area Type and Path Type, Vertical Area Type and Vertical Path Type tools	Alt
Create outlines	Shift + Ctrl + O
Open the Character panel	Ctrl + T
Open the Paragraph panel	Alt + Ctrl + T
Open the Tabs panel	Shift + Ctrl + T
Open the OpenType panel	Alt + Shift + Ctrl + T
Insert bullets	Alt + 8
Insert copyright symbol	Alt + G
Insert ellipsis	Alt + ;
Insert paragraph symbol	Alt + 7
Insert section symbol	Alt + 6
Insert trademark symbol	Alt + 2

Insert registered trademark symbol	Alt + R
Superscript	Shift + Ctrl + =
Subscript	Alt + Shift + Ctrl + =
Insert em dash	Alt + Shift + -
Insert en dash	Alt + -
Insert discretionary hyphen	Shift + Ctrl + -
Toggle auto-hyphenation	Alt + Shift + Ctrl + H
Insert double left quotation mark	Alt + [
Insert double right quotation mark	Alt + Shift + [
Insert single left quotation marks	Alt +]
Insert single right quotation marks	Alt + Shift +]
Insert em space	Shift + Ctrl + M
Insert en space	Shift + Ctrl + N
Insert thin space	Alt + Shift + Ctrl + M
Show hidden characters	Alt + Ctrl + I

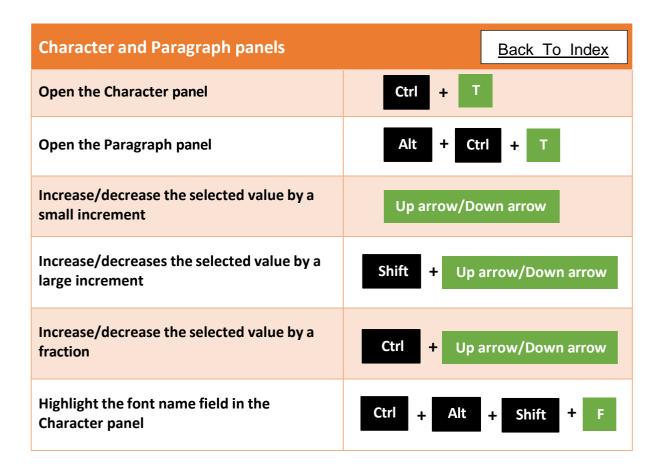
Note: To change the increment value for type shortcuts, choose Edit > Preferences > Type(Windows) or Illustrator > Preferences > Type (macOS). Enter the values you want in the Size/Leading, Baseline Shift, and Tracking text boxes, and click OK.

Using panels	Back To Index
(click New button) Set options (except for Actions, Brushes, Swatches, and Symbols panels)	Alt + Left Click
Switch units of measurement	Alt + Shift + Ctrl + U
(click Delete button) Delete without confirmation (except for Layers panel)	Alt + Left Click
Apply value and keep text box active	Shift + Enter
Select range of actions, brushes, layers, links, styles, or swatches	Shift + Left Click
Select non-contiguous actions, brushes, layers (same level only), links, styles, or swatches	Ctrl + Left Click
Show/Hide all panels	Tab
Show/Hide all panels except the Tools panel and Control panel	Shift + Tab
Increase/ decrease values in logical fractions of the measurement unit	Ctrl + Up arrow/Down arrow
Increase/ decrease measurement unit by 10x	Shift + Up arrow/Down arrow



(click Play Current Selection button) Play a single command	Ctrl + Left Click
(click New Action button) Begin recording actions without confirmation	Alt + Left Click

Brushes panel	Back To Index
(double click brush) Open Brush Options dialog box	Left Click
(drag brush to New Brush button) Duplicate brush	Left Click + Move the Mouse



Color panel	Back To Index
(click color bar) Select the complement for the current color fill/stroke	Ctrl + Left Click
(click color bar) Change the nonactive fill/stroke	Alt + Left Click
(click color bar) Select the complement for the nonactive fill/stroke	Ctrl + Alt + Left Click
(click color bar) Select the inverse for the current fill/stroke	Ctrl + Shift + Left Click
(click color bar) Select the inverse for the nonactive fill/stroke	Ctrl + Shift + Alt + Left Click
Open Color Guide	Shift + F3
(click color bar) Change the color mode	Shift + Left Click
(drag color slider) Move color sliders in tandem	Shift + Left Click + Move the Mouse
(double click to right of a numerical field) Switch between percentage and 0-255 values for RGB	Double Click

Gradient panel	Back To Index
Duplicate color stops	Alt + Left Click + Move the Mouse
(drag color stop onto another stop) Swap color stops	Alt + Left Click + Move the Mouse
(click swatch in the Swatches panel) Apply swatch color to active (or selected) color stop	Alt + Left Click
(click Gradient Fill box in the Page 7 of 9 Gradient panel) Reset the gradient fill to default black and white linear gradient	Ctrl + Left Click
Show/Hide gradient arrow	Ctrl + Alt + G
(drag end point of gradient annotator) Modify angle and endpoint together	Alt + Left Click + Move the Mouse
Constrain Gradient tool or Gradient annotator while dragging	Shift + Left Click + Move the Mouse
View Gradient annotator in selected gradient filled object	G

Layers panel	Back To Index
Add a layer	Ctrl + L
Add a layer while opening the New Layer dialog box	Alt + Ctrl + L
click layer name) Select all objects on the layer	Alt + Left Click
(click eye icon) Show/hide all layers but the selected one	Alt + Left Click
(click eye icon) Select Outline/Preview view for the selected layer	Ctrl + Left Click
(click eye icon) Select Outline/Preview view for all other layers	Ctrl + Alt + Left Click
(click lock icon) Lock/unlock all other layers	Alt + Left Click
(click expansion triangle) Expand all sublayers to display entire hierarchy	Alt + Left Click
(click New Layer button) Set options as you create new layer	Alt + Left Click
(click New Sublayer button) Set options as you create new sublayer	Alt + Left Click
(click New Sublayer button) Place new sublayer at bottom of layer list	Ctrl + Alt + Left Click
(click New Layer button) Place layer at top of layer list	Ctrl + Left Click
(click New Layer button) Place layer below selected layer	Ctrl + Alt + Left Click
(drag selection) Copy the selection to a layer, sublayer, or group	Alt + Left Click + Move the Mouse

Swatches panel Back To Index		
(click New Swatch button) Create new spot color	Ctrl + Left Click	
(click New Swatch button) Create new global process color	Ctrl + Shift + Left Click	
(drag a swatch over another) Replace swatch with another	Alt + Left Click + Move the Mouse	

Transform panel Back To In		
Apply a value and keep focus in edit field	Shift + Enter	
Apply a value and copy object	Alt + Enter	
Apply a value and scale option proportionately for width or height	Ctrl + Enter	

Transparency panels	Back To Index
Apply last effect to the selected object	Shift + Ctrl + E
Apply last effect to the selected object by adjusting the values in the effects dialog box	Alt + Shift + Ctrl + E
(click on mask thumbnail) Change mask to grayscale image for editing	Alt + Left Click

(click on mask thumbnail) Disable opacity mask	Shift + Left Click
(click on disabled mask thumbnail) Re- enable opacity mask	Shift + Left Click
(click opacity field then up or down) Increase/decrease opacity in 1% increments	Left Click + Up arrow/Down arrow
(Shift + click opacity field then up or down) Increase/decrease opacity in 10% increments	Shift + Left Click + Up arrow/Down arrow

Function keys		Back To Index
Invoke Help	F1	
Cut	F2	
Сору	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	Ctrl +	F8

Show/hide Gradient panel	Ctrl + F9
Show/hide Stroke panel	Ctrl + F10
Show/hide Attributes panel	Ctrl + F11
Revert	F12
Show/hide Graphic Styles panel	Shift + F5
Show/hide Appearance panel	Shift + F6
Show/hide Align panel	Shift + F7
Show/hide Transform panel	Shift + F8
Show/hide Pathfinder pane	Shift + Ctrl + F9
Show/hide Transparency panel	Shift + Ctrl + F10
Show/hide Symbols panel	Shift + Ctrl + F11