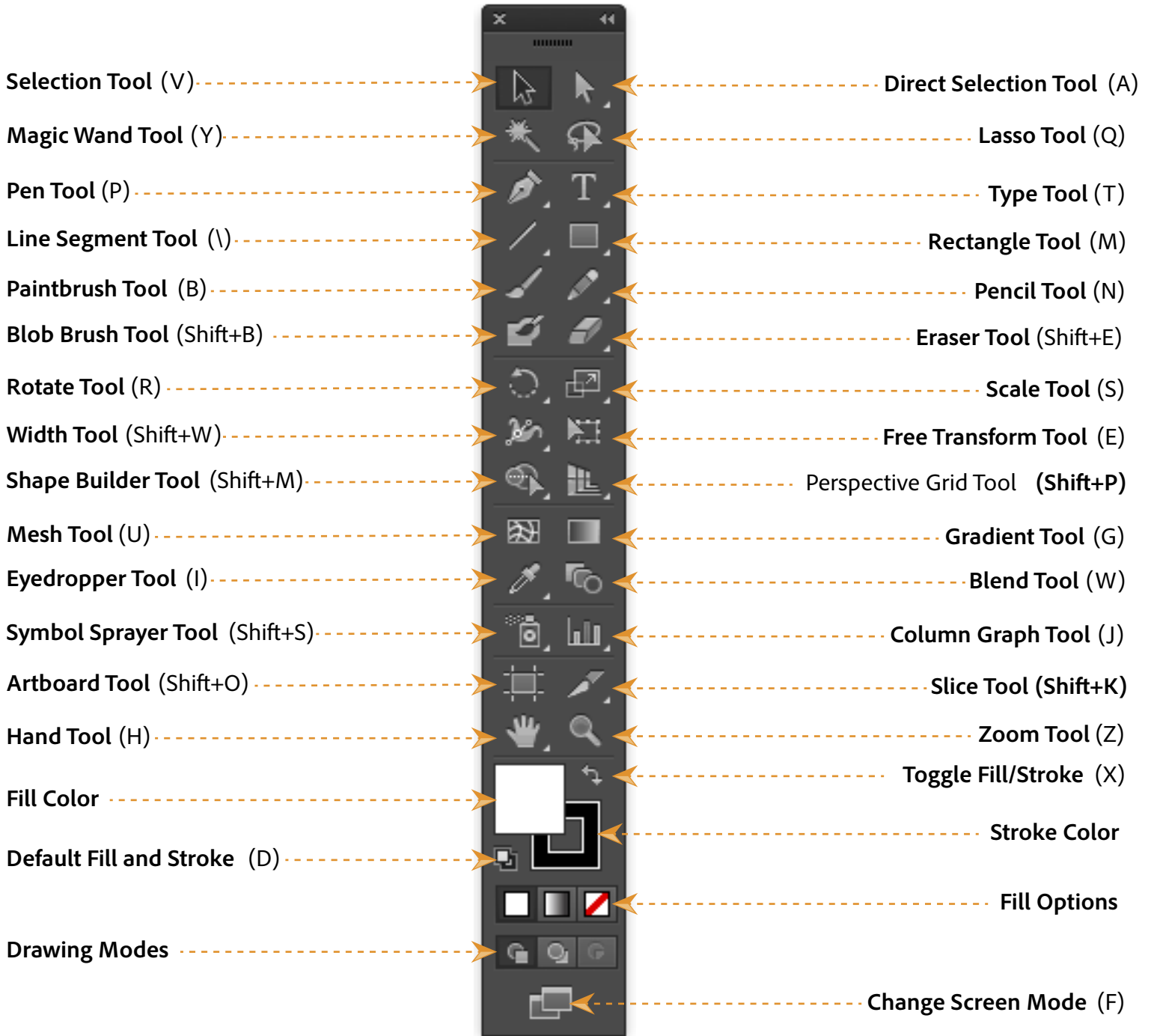


The Adobe Illustrator® **CHEAT SHEET**

TOOL SHORTCUTS



KEYBOARD SHORTCUT REFERENCE

Brushes Panel **F5**

Color Panel **F6**

Layers Panel **F7**

'	1	2	3	4	5	6	7	8	9	=	-	0	Delete/ Backspace
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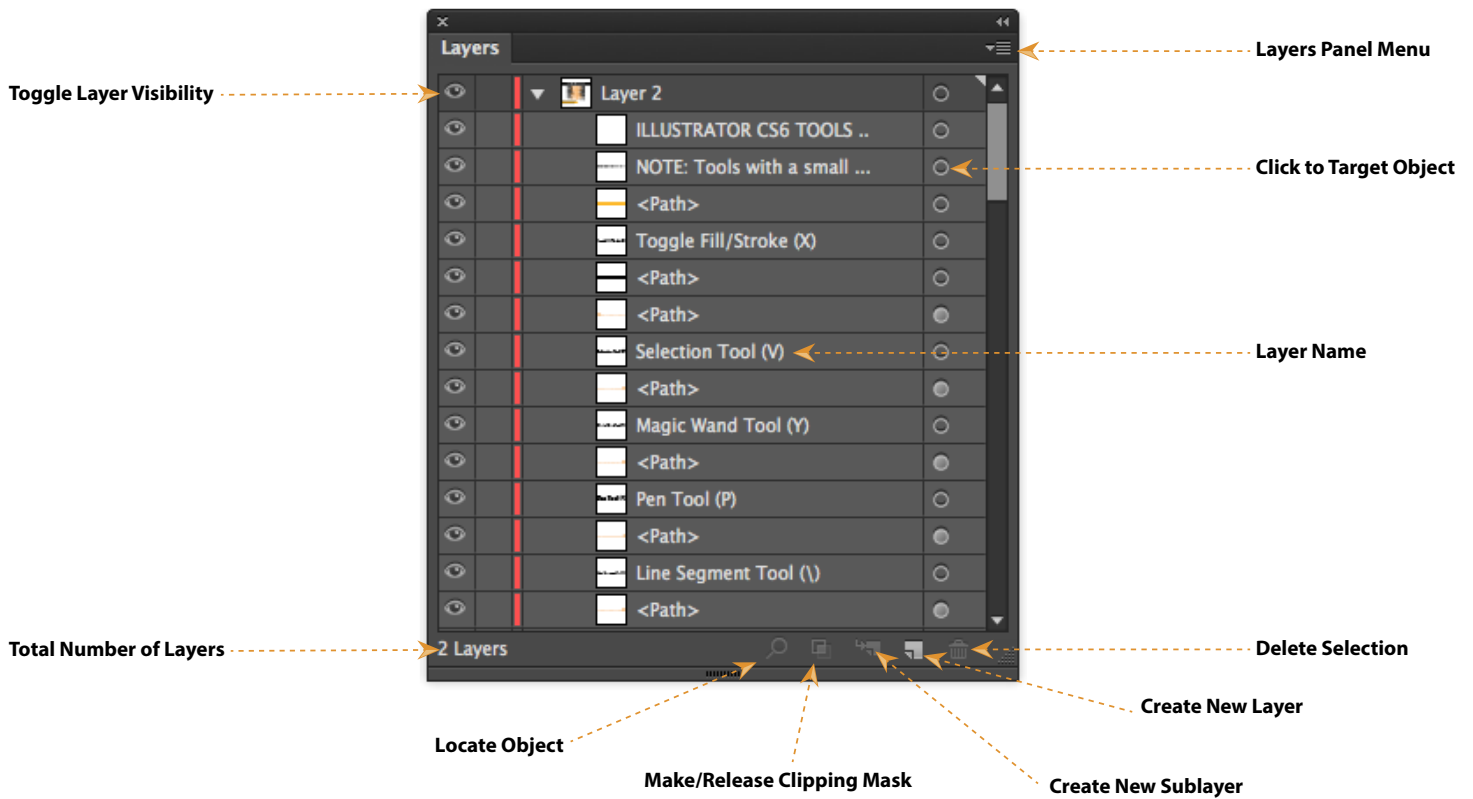
Tab	Lasso Tool Q Quit	Blend Tool W Close	Scale Tool E Merge Layers	Rotate Tool R Rulers	Type Tool T Character	Magic Wand Y Outline Mode	Mesh Tool U Smart Guides	Eyedropper I Check Spelling	Reflect Tool O Open	Pen Tool P Print	>Brush { [Send Back	<Brush] } Bring Fwd	\
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Caps Lock	Direct Select A Select All	Scale Tool S Save	Default Colors D Repeat Trans	Screen Modes F Paste in Front	Gradient G Group Objects	Hand Tool H Hide Edges	Graph Tool J Join Path	Ellipse Tool L New Layer	Live Paint Bucket K Prefs	;' Show/Hide Guides	' Show/Hide Grid	Return/ Enter
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Shift	Zoom Tool Z Undo/Redo	Crop Tool C Copy	Move Tool V Paste	Brush Tool B Paste in Back	Notes N New Doc	Marquee M Min	.	/	New Fill	Shift
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Cmd/ Ctrl	Alt	Hold for Hand Tool Spacebar	Alt	Cmd/ Ctrl
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LAYERS PANEL: DECODED



KEYBOARD SHORTCUTS

FUNCTION	SHORTCUT (MAC)	SHORTCUT (PC)
CREATE A NEW DOCUMENT	⌘+N	Ctrl+N
OPEN A DOCUMENT	⌘+O	Ctrl+O
SAVE A DOCUMENT	⌘+S	Ctrl+S
REVERT A DOCUMENT TO ORIGINAL STATE	F12	F12
TOGGLE SCREEN MODES	F	F
DEFAULT FILL/STROKE COLORS	D	D
TOGGLE FILL/STROKE	X	X
ACCESS BRUSH TOOL	B	B
ACCESS TYPE TOOL	T	T
ACCESS PEN TOOL	P	P

KEYBOARD SHORTCUTS

FUNCTION	SHORTCUT (MAC)	SHORTCUT (PC)
VIEW ARTWORK AT 100% MAGNIFICATION	⌘+1	Ctrl+1
FIT ARTWORK ON SCREEN	⌘+0	Ctrl+0
TEMPORARILY SWITCH TO HAND TOOL WHILE DRAWING	Spacebar	Spacebar
ZOOM IN ON DOCUMENT	⌘+(+)	Ctrl+(+)
ZOOM OUT ON DOCUMENT	⌘+(-)	Ctrl+(-)
LOCK SELECTED ARTWORK	⌘+2	Ctrl+2
LOCK ALL ARTWORK	Shift+ ⌘+Opt+2	Shift+Ctrl+Alt+2
UNLOCK ALL ARTWORK	⌘+Opt+2	Ctrl+Alt+2
DUPLICATE AN OBJECT	Opt+Drag	Alt+Drag
CHANGE POINTER TO CROSSHAIR WHEN SELECTING	CAPS LOCK	CAPS LOCK

KEYBOARD SHORTCUTS

FUNCTION	SHORTCUT (MAC)	SHORTCUT (PC)
MOVE ONE CHARACTER (Right or Left)	Arrow Key(s)	Arrow Key(s)
MOVE ONE WORD (Right or Left)	⌘+Arrow Key(s)	Ctrl+Arrow Key(s)
ALIGN PARAGRAPH(S) (Left, Right, or Center)	⌘+Shift+L, R, or C	Ctrl+Shift+L, R, or C
JUSTIFY PARAGRAPH(S)	⌘+Shift+J	Ctrl+Shift+J
INSERT SOFT RETURN	Shift+Return	Shift+Enter
INCREASE TYPE SIZE	Shift+ ⌘+(>)	Shift+Ctrl+(>)
DECREASE TYPE SIZE	Shift+ ⌘+(<)	Shift+Ctrl+(<)
INCREASE/DECREASE LEADING	Opt+Up/Down Arrow(s)	Alt+Up/Down Arrow(s)
INCREASE/DECREASE TRACKING	Opt+Left/Right Arrow(s)	Alt+Left/Right Arrow(s)
RESET TRACKING/KERNING TO ZERO	⌘+Opt+Q	Ctrl+Alt+Q