Function Keys

Help			**F1**
Cut / Copy / Paste			**F2**
Show/hide Brushes panel			**F5**
Show/hide Color panel			**F6**
Show/hide Layers panel			**F7**
Create new symbol			**F8**
Show/hide Info panel		⌘	**F8**
Show/hide Gradient panel		⌘	**F9**
Show/hide Stroke panel		⌘	**F10**
Show/hide Attributes panel		⌘	**F11**
Revert			**F12**
Show/hide Graphic Styles panel		⇧	**F5**
Show/hide Appearance panel		⇧	**F6**
Show/hide Align panel		⇧	**F7**
Show/hide Transform panel		⇧	**F8**
Show/hide Pathfinder panel	⇧	⌘	**F9**
Show/hide Transparency panel	⇧	⌘	**F10**
Show/hide Symbols panel	⇧	⌘	**F11**
Show/hide perspective grid	⌘	⇧	**I**

Selecting Tools

Tool	Shortcut
Artboard tool	⇧ O
Selection tool	V
Direct Selection tool	A
Magic Wand tool	Y
Lasso tool	Q
Pen tool	P
Blob Brush tool	⇧ B
Add Anchor Point tool	+
Delete Anchor Point tool	=
C onvert Anchor Point tool	⇧ C
Type tool	T
Line Segment tool	\
Rectangle tool	M
Ellipse tool	L
Paintbrush tool	B
Pencil tool	N
Rotate tool	R
Reflect tool	O
Scale tool	S
Warp tool	⇧ R
Width tool	⇧ W
Free Transform tool	E
Shape Builder tool	⇧ M
Perspective Grid tool	⇧ P
Perspective Selection tool	⇧ V
Symbol Sprayer tool	⇧ S
Column Graph tool	J
Mesh tool	U
Gradient tool	G
Eyedropper tool	I
Blend tool	W
Live Paint Bucket tool	K
Live Paint Selection tool	⇧ L

Tool	Shortcut
Slice tool	⇧ K
Eraser tool	⇧ E
Scissors tool	C
Hand tool	H
Zoom tool	Z
Switch to Smooth tool while using Blob Brush tool	⌥

Viewing Artwork

Action	Shortcut
Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	F
Switch to Hand tool (when not in text-edit mode)	SPACE
Switch to Zoom tool in magnify mode	⌘ SPACE
Switch to Zoom tool in reduce mode	⌘ ⌥ SPACE
Hide unselected artwork	⌘ ⌥ ⇧ 3
Show/Hide artboards	⌘ ⇧ H
Show/Hide artboard rulers	⌘ ⌥ R
View all artboards in window	⌘ ⌥ 0
Paste in place on the active artboard	⌘ ⇧ V
Exit Artboard tool mode	ESC
Navigate to next document	⌘ F6
Navigate to previous document	⌘ ⇧ F6
Navigate to next document group	⌘ ⌥ F6
Navigate to previous document group	⌘ ⌥ ⇧ F6
Exit Full Screen mode	ESC

Drawing in perspective

Tool	Shortcut
Perspective Grid Tool	⇧ P
Perspective Selection Tool	⇧ V
Perspective Grid	⌘ ⇧ I

`TOOL AND THEN PRESS 1 ... 4`

Action	Shortcut
Repeat transforming objects in perspective	⌘ D
Switching between drawing modes	⇧ D

Keys for selecting

Action	Shortcut
Switch to last-used selection tool (Selection tool, Direct Selection tool, or Group Selection tool)	⌘
Switch between Direct Selection tool and Group Selection tool	⌥
Change pointer to cross hair for Lasso tool	CAPS LOCK
Select artwork in active artboard	⌘ ⌥ A
Create crop marks around selected object	⌥ C O

Moving Selection

Action	Shortcut
Move selection in user-defined increments	ARROW KEYS
Move selection in 10x user-defined increments	⇧ ARROW KEYS
Lock all deselected artwork	⌘ ⌥ ⇧ 2
Constrain movement to 45° angle (except when using Reflect tool)	HOLD DOWN SHIFT

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Painting Objects

Toggle between fill and stroke	X
Set fill and stroke to default	D
Swap fill and stroke	⇧ X
Select gradient fill mode	>
Select color fill mode	<
Select no stroke/fill mode	/
ble from age or nediate from ent	SHIFT EYEDROPPER TOOL
Open Mosaic options for selected raster object	⌥ O J
Decrease Bristle brush size / Increase Bristle brush size	[
Set Bristle brush paint opacity value to 10%, 20% etc. 0 increases to 100%	1,2,...0

Working with Type

Move one character right or left	→
Move up or down one line	↑
Move one word right or left	⌘ →
Move up or down one paragraph	⌘ ↑
Select one word right or left	⇧ ⌘ →
Select one paragraph before or after	⇧ ⌘ →
Align paragraph left, right, or center	⌘ ⇧ L, R, C
Justify paragraph	⌘ ⇧ J
Insert soft return	⇧ ↵
Highlight kerning	⌘ ⌥ K
Reset horizontal scale to 100%	⌘ ⇧ X
Increase type size / decrease type size	⌘ ⇧ >
Increase or decrease leading (for horizontal text, vor vertical text use Option+→/←)	⌥ ↑
Reset tracking/kerning to 0	⌘ ⌥ Q
Increase or decrease kerning and tracking (for horizontal text, vor vertical text use Option+↑/↓)	⌥ →
Increase or decrease kerning and tracking by five times(for horizontal text, vor vertical text use ⌘+Option+↑/↓)	⌘ ⌥ →
Increase or decrease baseline shift (for horizontal text, vor vertical text use Option+Shift+→/←)	⌥ ⇧ ↑
Switch between Type and Vertical Type, Area Type and Vertical Area Type, and Path Type and Vertical Path Type tools	⇧
Switch between Area Type and Path Type, Vertical Area Type and Vertical Path Type tools	⌥

Panel Shortcuts

Increase/decrease the selected value by a small increment	↑
Increase/decreases the selected value by a large increment	⇧ ↑
Highlight the font name field in the Character panel	⌘ ⌥ ⇧ F
Apply a value and keep focus in edit field	⇧ ↵
Apply a value and copy object	⌥ ↵
Apply a value and scale option proportionately for width or height	⌘ ↵

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