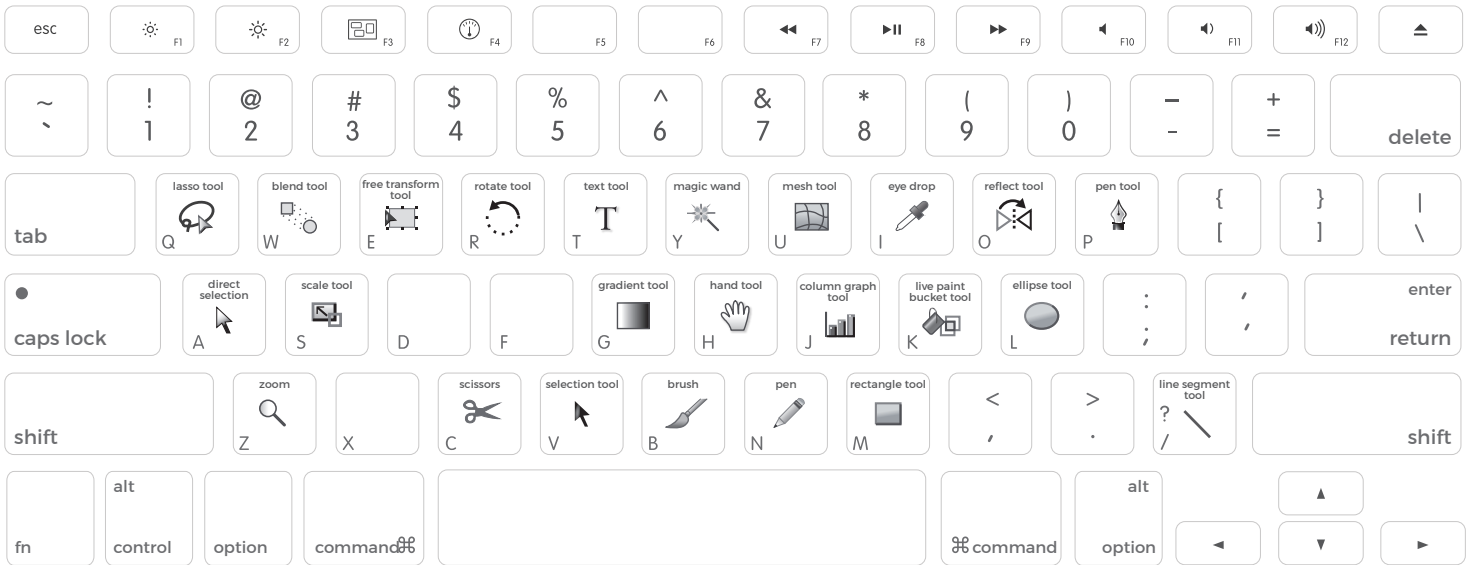




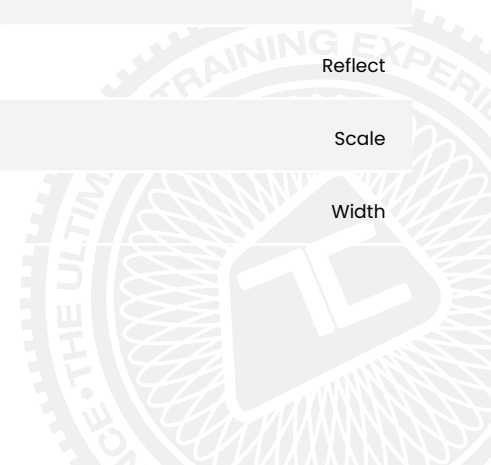
ADOBE ILLUSTRATOR CC

SHORTCUT KEYS



TOOLS SHORTCUTS

V	Selection	M	Rectangle
A	Direct Selection	L	Ellipse
SHIFT	Group Selection	B	Paintbrush
Y	Magic Wand	N	Pencil
Q	Lasso	SHIFT B	Blob Brush
P	Pen	SHIFT D	Artboard
+	Add Anchor Point	SHIFT E	Eraser
-	Delete Anchor Point	C	Scissors
SHIFT C	Convert Anchor Point	R	Rotate
T	Type	O	Reflect
SHIFT T	Touch Type	S	Scale
\	Line Segment	SHIFT W	Width



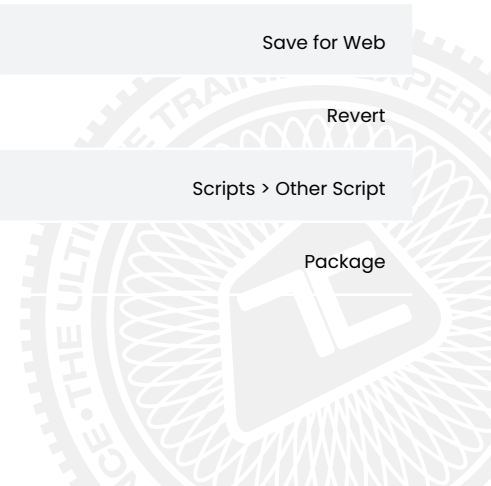


TOOLS SHORTCUTS (CONT.)

SHIFT R	Warp	Z	Zoom
E	Free Transform	X	Toggle Fill and Stroke
SHIFT M	Shape Builder	D	Default Fill and Stroke
K	Live Paint Bucket	SHIFT X	Swap Fill and Stroke
SHIFT L	Live Paint Selection	.	Gradient
SHIFT P	Perspective Grid	.	Color
SHIFT V	Perspective Selection	/	None
U	Mesh	F	Toggle 3 Screen Modes
G	Gradient	TAB	Show/Hide All Panels
I	Eyedropper	SHIFT TAB	Show/Hide All But Toolbox
W	Blend]]	Increase Diameter
SHIFT S	Symbol Sprayer	[[Decrease Diameter
J	Column Graph	SHIFT]]	Symbolism Tools: Increase
SHIFT K	Slice	SHIFT [[Symbolism Tools: Decrease
H	Hand	SHIFT D	Toggle Drawing Mode

FILE COMMANDS SHORTCUT

CTRL N	New	CTRL S SHIFT CTRL S	Save or Save As
SHIFT CTRL N	New from Template	ALT SHIFT CTRL S	Save for Web
CTRL O	Open	CTRL ALT Z	Revert
ALT CTRL O	Browse in Bridge	CTRL F12	Scripts > Other Script
CTRL W	Close	ALT SHIFT CTRL P	Package





FILE COMMANDS SHORTCUT (CONT.)

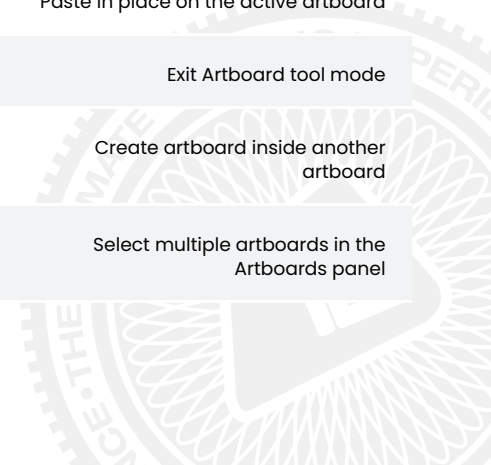
ALT CTRL P	Document Setup	CTRL P	Print
ALT SHIFT CTRL I	File Info	CTRL Q	Exit

EDIT COMMANDS SHORTCUT

CTRL Z	Undo	SHIFT CTRL V	Paste in Place
CTRL SHIFT Z	Redo	ALT SHIFT CTRL V	Paste on All Artboards
CTRL X	Cut	CTRL I	Check Spelling
CTRL C	Copy	SHIFT CTRL K	Color Settings
CTRL V	Paste	ALT SHIFT CTRL K	Keyboard Shortcuts
CTRL F	Paste in Front	CTRL K	Preferences > General
CTRL B	Paste in Back		

VIEWING ARTWORK SHORTCUT

F	Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	ALT <i>Drag guide</i>	Convert between horizontal and vertical guide
<i>Double-click Hand tool</i>	Fit imageable area in window	CTRL SHIFT H	Release guide
<i>Double-click Zoom tool</i>	Magnify 100%	CTRL ALT R	Show/Hide artboards
SPACEBAR	Switch to Hand tool (when not in text-edit mode)	CTRL ALT 0 (zero)	Show/Hide artboard rulers
CTRL SPACEBAR	Switch to Zoom tool in magnify mode	CTRL SHIFT V	View all artboards in window
CTRL ALT SPACEBAR	Switch to Zoom tool in reduce mode	ESC	Paste in place on the active artboard
SPACEBAR	Move Zoom marquee while dragging with the Zoom tool	SHIFT <i>Drag</i>	Exit Artboard tool mode
CTRL ALT SHIFT 3	Hide unselected artwork	CTRL	Create artboard inside another artboard
		CTRL F6	Select multiple artboards in the Artboards panel





VIEWING ARTWORK SHORTCUT (CONT.)



Navigate to next document



Navigate to previous document



Navigate to next document group



Navigate to previous document group



Exit Full Screen mode

BRUSHES PANEL SHORTCUT



Open Brush Options dialog box



Duplicate brush

SWATCHES PANEL SHORTCUT



Create new spot color



Replace swatch with another



Create new global process color

EDIT COMMANDS SHORTCUT



"Constrain a shape's orientation 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"



Flip an arc, keeping the reference point constant



Add or subtract winds from a spiral while increasing the length of the spiral



Move a shape while drawing it



Change the decay rate of a spiral



Draw from the center of a shape (except for polygons, stars, and flares)



Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid



Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays



Add or remove vertical lines from a rectangular grid or radial lines from a polar grid



Keep the inner radius of a star constant



Decrease skew value for horiz dividers in a rectangular grid or radial dividers in a polar grid by 10%



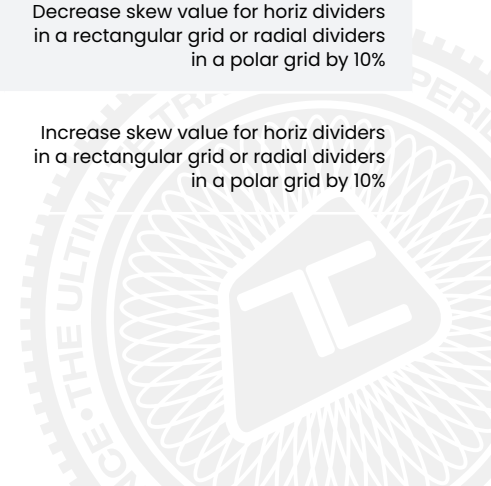
Keep the sides of a star straight



Increase skew value for horiz dividers in a rectangular grid or radial dividers in a polar grid by 10%



Switch between an open and closed arc



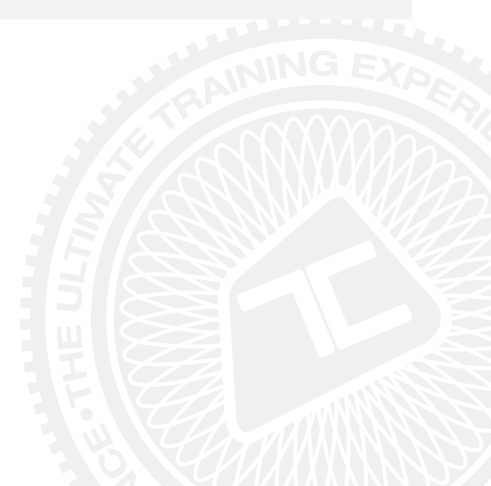


EDIT COMMANDS SHORTCUT(CONT.)

Start dragging, then press X	Decrease skew value for vert dividers in a rectangular grid or concentric dividers in a polar grid by 10%	[Decrease size of Blob Brush
Start dragging, then press C	Increase skew value for vert dividers in a rectangular grid or concentric dividers in a polar grid by 10%	SHIFT	Constrain Blob Brush path horizontally or vertically
Alt-click Live Trace in the Control panel, or hold down Alt and select a tracing preset.	Create and expand a Live Trace object in one step	SHIFT 0	Switch through drawing modes
]	Increase size of Blob Brush	Select the paths, then press CTRL J	Join two or more paths
		Select the paths, then press SHIFT CTRL ALT J	Create corner or smooth join

FUNCTION COMMANDS SHORTCUT

F1	Invoke Help	CTRL F1	Show/hide Attributes panel
F2	Cut	F12	Revert
F3	Copy	SHIFT F6	Show/hide Graphic Styles panel
F4	Paste	SHIFT F8	Show/hide Appearance panel
F5	Show/hide Brushes panel	SHIFT F7	Show/hide Align panel
F6	Show/hide Color panel	SHIFT F8	Show/hide Transform panel
F7	Show/hide Layers panel	SHIFT CTRL F9	Show/hide Pathfinder panel
F8	Create new symbol	SHIFT CTRL F10	Show/hide Transparency panel
CTRL F8	Show/hide Info panel	SHIFT CTRL F11	Show/hide Symbols panel
CTRL F9	Show/hide Gradient panel	CTRL SHIFT I	Show/hide perspective grid
CTRL F10	Show/hide Stroke panel		





EDITING SHAPES SHORTCUT

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

SELECTION COMMANDS SHORTCUT

	Switch to last-used Selection tool (Selection tool, Direct tool, or Group Selection tool)		Add to Selection with Lasso tool
	Switch between Direct Selection tool and Group Selection tool		Subtract from Selection with Lasso tool
	Add to a selection with Selection tool, Direct Selection tool, Group Selection tool, Live Paint Selection tool, or Magic Wand tool		Change pointer to cross hair for Lasso tool
	Subtract a selection with Selection tool, Direct Selection tool, Group Selection tool, or Live Paint Selection tool		Select artwork in active artboard
	Subtract from Selection with Magic Wand tool		Create crop marks around selected object
			Select behind an object
			Select behind in isolation mode





MOVING SELECTIONS SHORTCUT



Move selection in user-defined increments



Move selection in 10x user-defined increments



Lock all deselected artwork



Constrain movement to 45° angle
(except when using Reflect tool)

