TOOLS

V...........Selection
A ....Direct Selection
Y...........Magic Wand
Q ....Lasso
P ....Pen
+ ....Add Anchor point
- ....Delete Anchor point
Shift-C ..Convert Anchor point
T...........Type
\.............Line Segment
M..........Rectangle
L...........Ellipse
B ....Paintbrush
N ....Pencil
R ....Rotate
O ....Reflect
S...........Scale
Shift-R ..Warp
E...........Free Transform
Shift-S...Symbol Sprayer
J ....Column Graph

U ....Mesh
G ....Gradient
I............Eyedropper
W..........Blend
K ....Live Paint Bucket
Shift-L...Live Paint Selection
Shift–O..Crop Area
Shift-K ..Slice
Shift–E ..Eraser
C ....Scissors
H ....Hand
Z...........Zoom
X...........Toggle between Fill & Stroke
Shift-X...Swap Fill & Stroke
D ....Default Fill & Stroke
                (white fill/black stroke)
< ....Fill or Stroke w/Color
> ....Fill or Stroke w/Gradient
/.............Fill or Stroke w/None
F...........Cycle through Screen Modes

Double-click tools to bring up options.
Press CAPS LOCK to change tool pointer to cross hair.
Hold down Shift to constrain movement to 45°, 90°, 135°, or 180°.

SELECTING AND MOVING

To access Selection or Direction Selection tool (whichever was used last)
    at any time ....Control
To switch between Selection and Direct Selection tools ....Ctrl-Alt-Tab
To cycle through tools behind column tool .... Alt-click tool
To make copy while dragging..Alt
To add to a selection .... Shift
Move Selection.. Any arrow key
Move Selection 10 pts ....Shift-any arrow key
Lock selected artwork.. Ctrl-2
Lock all deselected artwork Ctrl-Alt-Shift-2
Unlock all artwork Ctrl-Alt-2
Hide selected artwork.. Ctrl-3
Hide all deselected artwork Ctrl-Alt-Shift-3
Show all artwork.. Ctrl-Alt-3

PATH EDITING

Join and Average at same time ....Ctrl-Alt-Shift-J
Convert Anchor Point tool from Pen tool ....Alt
Switch between Add Anchor Point and Delete Anchor Point tools.....................Alt
Add Anchor Point tool from Scissors tool ....Alt
Move anchor point while drawing with Pen tool .... Spacebar
Create closed path with Pencil or Paintbrush tool.................................
    .... when finished drawing, hold Alt and release mouse
Connect to an open (& selected) path with Pencil ....Ctrl-drag

PAINTING AND TRANSFORMING

Eyedropper tool from Live Paint Bucket tool ....Alt
Samples intermediate color from gradient, picture, etc. with eyedropper .... Shift
Sets center point and shows dialog.. Alt-click with Tool
Duplicates and transforms selection ....Alt-drag
Transform pattern without transforming object ....~(tilde)-drag
Scale proportionally with Selection tool .... Shift-drag bounding box
Scale from center with Selection tool .... Alt-drag bounding box
Move mesh point along path with Mesh tool ....Shift-drag
Add mesh point with Mesh tool without changing color ....Shift-click
Remove mesh point with Mesh tool ....Alt-click

SHAPES (WHILE DRAWING)

Draw from center ....Alt
Draw from center with dialog..Alt-click
Constrain proportion...Shift
Constrain orientation of polygons, stars, spirals ....Shift
Move object while drawing .... Spacebar
Add/subtract sides, points, spiral segments ....Up or Down Arrow
Decrease inner radius ....Ctrl
Create continuous duplicates along mouse movement .... hold ~ while dragging

VIEWING & GUIDES

Get Hand Tool (while NOT editing Type) .... Spacebar
Get Hand tool (while editing Type) ....Hold Control, then Space. (This will show
    the Zoom tool). Let go of Control so you see the Hand tool and IMMEDIATELY
    start dragging the mouse so you don't end up typing spaces. Be sure to let go
    of the Spacebar *while* dragging so you again don't type more spaces.
Zoom In Tool .... Ctrl-Spacebar
Zoom Out Tool ....Ctrl-Alt-Spacebar
Zoom In to exact size .... Ctrl-Spacebar-drag
Hide/Show all tools and panels .... Tab
Hide/Show all panels except toolbox .... Shift-Tab
Switch between horizontal/vertical guide ...hold Alt while dragging out a new guide
Release Guide (turns it into a regular path)........................Shift-Ctrl-double-click

TYPE

Decrease/Increase type size .... Ctrl-Shift-< or >
Decrease/Increase leading .... Alt arrow up or down
Decrease/Increase kerning/tracking......................................Alt arrow left or right
Kerning/tracking x 5...Ctrl-Alt arrow left or right
Decrease/Increase baseline shift .... Shift-Alt arrow down or up
Baseline shift x 5...Ctrl-Alt-Shift arrow down or up
Align type left, right, center..Ctrl-Shift-L, R, C
Justify type...Ctrl-Shift-J
Justify last line .... Ctrl-Shift-F
Reset horizontal/vertical scale to 100%.. Ctrl-Shift-X
Reset kerning or tracking to 0..Ctrl-Alt-Q

PANEL SHORTCUTS/FUNCTION KEYS

Show/Hide Brushes F5
Show/Hide Color F6
Show/Hide Layers F7
Show/Hide Info Ctrl-F8
Show/Hide Gradient Ctrl-F9
Show/Hide Stroke... Ctrl-F10
Show/Hide Attributes Ctrl-F11
Revert file F12
Show/Hide Graphic Styles Shift-F5
Show/Hide Appearance...Shift-F6
Show/Hide Align...Shift-F7
Show/Hide Transform..Shift-F8
Show/Hide Pathfinder Shift-Ctrl-F9
Show/Hide Transparency... Shift-Ctrl-F10
Show/Hide Symbols Shift-Ctrl-F11

LAYERS PANEL SHORTCUTS

Toggle layer between Preview/Outline mode...............................Ctrl-click on eye
Show layer while turning-off all others...Alt-click on eye
Select all items on layer...Alt-click layer name
Copy selected item to different layer .... Alt-drag selection square in Layers panel
To create the new layer at the top of list .... Ctrl-click
To create the new layer below selected layer .... Ctrl-Alt-click

COLOR PANEL SHORTCUTS

Saturate/Desaturate current color ....Shift-drag color slider
Change Color Mode...Shift-click color bar
Select compliment of current color ....Ctrl-click color bar

SWATCHES PANEL SHORTCUTS

Create a swatch as a global color............................Hold Crtl–Shift while creating
Replace a swatch with another ....Alt-drag new swatch over old

MISC.

(In any panel) Apply a value, but keep value highlighted in panel...... Shift-Return
Create New Symbol..F8