

TOOLS

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|-----------------------------|---------------------------------------|
| V..... Selection | E..... Free Transform |
| A Direct Selection | Shift-M.. Shape Builder |
| Y..... Magic Wand | K Live Paint Bucket |
| Q..... Lasso | Shift-L .. Live Paint Selection |
| P Pen | Shift-P .. Perspective Grid |
| + Add Anchor Point | Shift-V .. Perspective Selection |
| - Delete Anchor Point | U Mesh |
| Shift-C.. Anchor Point | G Gradient |
| Shift-^ .. Curvature | I..... Eyedropper |
| T..... Type | W..... Blend |
| Shift-T.. Touch Type | Shift-S.. Symbol Sprayer |
| \..... Line Segment | J CC Charts |
| M..... Rectangle | Shift-O.. Artboard |
| L..... Ellipse | Shift-K.. Slice |
| B Paintbrush | H..... Hand |
| Shift-B.. Blob Brush | Z..... Zoom |
| Shift-N . Shaper | X..... Toggle between Fill & Stroke |
| N Pencil | Shift-X .. Swap Fill & Stroke |
| Shift-E.. Eraser | D Default Fill & Stroke |
| C Scissors | (white fill/black stroke) |
| R Rotate | < Fill or Stroke w/Color |
| O Reflect | > Fill or Stroke w/Gradient |
| S..... Scale | /..... Fill or Stroke w/None |
| Shift-W. Width | Shift-D.. Cycle through Drawing Modes |
| Shift-R.. Warp | F..... Cycle through Screen Modes |

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

SELECTING & MOVING

| | |
|---|-------------------|
| To access Selection or Direction Selection tool (whichever was used last) at any time | ⌘ (Command) |
| Switch between Selection and Direct Selection tools | ⌘-Option-Tab |
| Cycle through tools hidden behind another tool | Option-click tool |
| To make copy while dragging | Option |
| Add to a selection | Shift |
| Move selection (in 1-point increments) | Arrow keys |
| Move selection (in 10-point increments) | Shift-Arrow keys |
| Lock selected artwork | ⌘-2 |
| Lock all deselected artwork | ⌘-Option-Shift-2 |
| Unlock all artwork | ⌘-Option-2 |
| Hide selected artwork | ⌘-3 |
| Hide all deselected artwork | ⌘-Option-Shift-3 |
| Show all artwork | ⌘-Option-3 |

PATH EDITING

| | |
|---|------------------|
| Join and Average at same time | ⌘-Option-Shift-J |
| To get Anchor Point tool while using Pen tool | Option |
| Switch between Add Anchor Point and Delete Anchor Point tools | Option |
| To get Add Anchor Point tool while using Scissors tool | Option |
| Move anchor point while drawing with Pen tool | Spacebar |
| Create closed path with Pencil or Paintbrush tool | |
| When finished drawing, hold Option and release mouse | |
| Connect to an open (and selected) path with Pencil tool | ⌘-drag |

PAINTING & TRANSFORMING

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|--|--------------------------|
| To get Eyedropper tool while using Live Paint Bucket tool | Option |
| Sample intermediate color from gradient, picture, etc. with Eyedropper | Shift |
| Set center point and show dialog | Option-click with tool |
| Duplicate while transforming selection | Option-drag |
| Transform pattern without transforming object | ~(tilde)-drag |
| Scale proportionally with Selection tool | Shift-drag bounding box |
| Scale from center with Selection tool | Option-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 | Option-click |

SHAPES (WHILE DRAWING)

| | |
|---|---------------|
| Draw from center | Option |
| Draw from center with dialog | Option-click |
| Constrain proportions | Shift |
| Constrain orientation of polygons, stars, spirals | Shift |
| Move object while drawing | Hold Spacebar |

| | |
|---|-----------------------|
| Add/subtract sides, points, spiral segments | Up/Down arrow |
| Decrease/Increase inner radius | ⌘ |
| Create continuous duplicates along mouse movement | Hold ~ while dragging |

VIEWING & GUIDES

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|---|--|
| To get Hand tool (while NOT editing Type) | Spacebar |
| To get Hand tool (while editing Type) | Hold ⌘, then Spacebar. Continue to hold Spacebar but let go of ⌘ |
| Zoom In tool | ⌘-Spacebar |
| Zoom Out tool | ⌘-Option-Spacebar |
| Zoom In to exact size | ⌘-Spacebar-drag |
| Switch between Outline and Preview modes | ⌘-Y |
| Switch between GPU and CPU preview (if available) | ⌘-E |
| Hide/Show all tools and panels | Tab |
| Hide/Show all panels except Tools and Control | Shift-Tab |
| Switch between horizontal/vertical guide.... hold Option while dragging out a new guide | |
| Release guide (turns it into a regular path) | ⌘-Shift-double-click |

TYPE

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|---|------------------------------|
| Increase/Decrease size of selected text by 2 pts | ⌘-Shift-> or < |
| Increase/Decrease size of selected text by 10 pts | ⌘-Option-Shift-> or < |
| Increase/Decrease leading by 2 pts | Option-Down/Up arrow |
| Increase/Decrease kerning/tracking | Option-Right/Left arrow |
| Kerning/tracking x 5 | ⌘-Option-Right/Left arrow |
| Increase/Decrease baseline shift | Shift-Option-Up/Down arrow |
| Baseline shift x 5 | ⌘-Option-Shift-Up/Down arrow |
| Align text left/center/right | ⌘-Shift-L/C/R |
| Justify with last line aligned left | ⌘-Shift-J |
| Justify all lines | ⌘-Shift-F |
| Reset horizontal/vertical scale to 100% | ⌘-Shift-X |
| Reset kerning or tracking to 0 | ⌘-Option-Q |

PANELS

| | |
|---------------------------------------|-------------|
| Show/Hide Brushes panel | F5 |
| Show/Hide Color panel | F6 |
| Show/Hide Layers panel | F7 |
| Show/Hide Info panel | F8 |
| Show/Hide Gradient panel | F9 |
| Show/Hide Stroke panel | F10 |
| Show/Hide Attributes panel | F11 |
| 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 panel | Shift-⌘-F9 |
| Show/Hide Gradient Transparency panel | Shift-⌘-F10 |
| Show/Hide Symbols panel | Shift-⌘-F11 |

LAYERS PANEL

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|---|--|
| To create new layer and edit properties | Option-click New Layer button |
| Toggle layer between Preview/Outline mode | ⌘-click on eye |
| Show layer while turning off all others | Option-click on eye |
| Select all items on layer | Option-click layer name |
| Copy selected item to different layer | Option-drag selection square in Layers panel |
| To create new layer at the top of list | ⌘-click New Layer button |
| To create new layer below selected layer | ⌘-Option-click New Layer button |

COLOR PANEL

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

SWATCHES PANEL

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|-----------------------------------|---------------------------------|
| Create a swatch as a global color | ⌘-Shift-click New Swatch button |
| Replace a swatch with another | Option-drag new swatch over old |

MISCELLANEOUS GOOD STUFF

| | |
|---------------------------|---------------------------------------|
| Create New Symbol | F8 |
| Swap colors in a gradient | Option-drag a color stop onto another |
| Revert file | ⌘-Option-Z |

