

## TOOLS

Open tool options.....Double-click the tool in toolbar  
 Change tool pointer to crosshair.....Turn on Caps Lock  
 Constrain movement to 45°, 90°, 135°, 180°.... Hold Shift while drawing

## SELECTING & MOVING

Get Selection or Direction Selection tool (the last used) any time....Cmd  
 Switch between Selection and Direct Selection tools.....Cmd-Opt-Tab  
 Cycle through tools hidden behind another tool.....Opt-click tool  
 To make copy while dragging.....Opt  
 Add to a selection.....Shift  
 Move selection by Increment set in Preferences.....Arrow keys  
 Move selection by Increment x 10.....Shift-Arrow keys  
 Lock selected artwork.....Cmd-2  
 Lock all deselected artwork.....Cmd-Opt-Shift-2  
 Unlock all artwork.....Cmd-Opt-2  
 Hide selected artwork.....Cmd-3  
 Hide all deselected artwork.....Cmd-Opt-Shift-3  
 Show all artwork.....Cmd-Opt-3

## PATH EDITING

Join and Average at same time.....Cmd-Opt-Shift-J  
 To get Anchor Point tool while using Pen tool.....Opt  
 Switch between Add Anchor Point and Delete Anchor Point tools.....Opt  
 To get Add Anchor Point tool while using Scissors tool.....Opt  
 Move anchor point while drawing with Pen tool.....Spacebar  
 Create closed path with Pencil or Paintbrush tool.....  
 ..... When finished drawing, hold Opt and release mouse

## PAINTING & TRANSFORMING

To get Eyedropper tool while using Live Paint Bucket tool.....Opt  
 Sample one color from a gradient with Eyedropper.....Shift  
 Set reference point and show dialog.....Opt-click with a transform tool  
 Duplicate while transforming selection.....Opt-drag  
 Transform pattern without transforming object.....~(tilde)-drag  
 Scale proportionally with Selection tool.....Shift-drag bounding box  
 Scale from center with Selection tool.....Opt-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.....Opt-click

## SHAPES (WHILE DRAWING)

Draw from center.....Opt  
 Draw from center with dialog.....Opt-click  
 Constrain proportions.....Shift  
 Constrain orientation of polygons, stars, spirals.....Shift  
 Move object while drawing.....Hold Spacebar  
 Add/subtract sides, star points, spiral segments, etc. ....Up/Down arrow  
 Decrease/Increase inner radius.....Cmd  
 Create continuous duplicates.....Hold ~ while dragging

## LAYERS PANEL

Create new layer & see options dialog.....Opt-click New Layer button  
 Toggle layer between Preview/Outline mode.....Cmd-click on eye  
 Show layer while turning off all others.....Opt-click on eye  
 Select all items on layer.....Opt-click layer name  
 Copy selected item(s) to another layer.....  
 ..... Opt-drag selection square in Layers panel  
 Create new layer at the top of list.....Cmd-click New Layer button  
 Create new layer below selected layer .. Cmd-Opt-click New Layer button

## VIEWING & GUIDES

Hand tool (while NOT editing Type) .....Spacebar  
 Hand tool (while editing Type) .....Opt  
 Zoom In tool.....Cmd-Spacebar  
 Zoom Out tool.....Cmd-Opt-Spacebar  
 Zoom In to exact size.....Cmd-Spacebar-drag  
 Switch between Outline and Preview modes.....Cmd-Y  
 Switch between GPU and CPU preview (if available).....Cmd-E  
 Hide/Show all tools and panels.....Tab  
 Hide/Show all panels except Tools and Control.....Shift-Tab  
 Release guide (turns it into a regular path).....Cmd-Shift-double-click  
 Switch between horizontal/vertical guide.....  
 ..... hold Opt while dragging out a new guide

## TYPE

Decrease/Increase text size by Increment in Preferences..Cmd-Shift-< or >  
 Decrease/Increase text size Increment x 5..... Cmd-Opt-Shift-< or >  
 Decrease/Increase leading by Increment in Prefs..Opt-Up or Down arrow  
 Decrease/Increase kerning/tracking.....Opt-Left or Right arrow  
 Kerning/tracking by Increment x 5.....Cmd-Opt-Left or Right arrow  
 Baseline shift Increment in Preferences.....Shift-Opt-Up or Down arrow  
 Baseline shift by Increment x 5.....Cmd-Opt-Shift-Up or Down arrow  
 Align text left/center/right.....Cmd-Shift-L/C/R  
 Justify with last line aligned left.....Cmd-Shift-J  
 Justify all lines.....Cmd-Shift-F  
 Reset horizontal/vertical scale to 100%.....Cmd-Shift-X  
 Reset kerning or tracking to 0.....Cmd-Opt-Q  
 En Space.....Cmd-Shift-N  
 Em Space.....Cmd-Shift-M  
 Thin Space.....Cmd-Opt-Shift-M  
 Superscript.....Cmd-Shift= (=)  
 Subscript.....Cmd-Opt-Shift= (=)  
 Discretionary Hyphen.....Cmd-Shift-hyphen (-)

## PANELS

Brushes panel.....F5  
 Color panel.....F6  
 Layers panel.....F7  
 Info panel.....Cmd-F8  
 Gradient panel.....Cmd-F9  
 Stroke panel.....Cmd-F10  
 Attributes panel.....Cmd-F11  
 Graphic Styles panel.....Shift-F5  
 Appearance panel.....Shift-F6  
 Align panel.....Shift-F7  
 Transform panel.....Shift-F8  
 Pathfinder panel.....Cmd-Shift-F9  
 Transparency panel.....Cmd-Shift-F10  
 Symbols panel.....Cmd-Shift-F11

## COLOR PANEL

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

## MISCELLANEOUS GOOD STUFF

Replace a color swatch with another.....Opt-drag new swatch over old  
 Swap colors in a gradient.....Opt-drag a color stop onto another  
 Create New Symbol.....F8  
 Revert file.....F12

Toggle Between 1 & 2 Columns >>

TOOL NAME (KEYSTROKE)	Expanded Tools
Selection (V)	
Direct Selection (A)	Direct Selection Tool (A), Group Selection Tool
Magic Wand (Y)	
Lasso (Q)	
Pen (P)	
Curvature (Shift-`)	
Type (T)	Type Tool (T), Area Type Tool, Type on a Path Tool, Vertical Type Tool, Vertical Area Type Tool, Vertical Type on a Path Tool, Touch Type Tool (Shift+T)
Line Segment (L)	
Rectangle (M)	
Paintbrush (B)	
Shaper (Shift-N)	Shaper Tool (Shift+N), Pencil Tool (N), Smooth Tool, Path Eraser Tool, Join Tool
Eraser (Shift-E)	Eraser Tool (Shift+E), Scissors Tool (C), Knife
Rotate (R)	
Scale (S)	Scale Tool (S), Shear Tool, Reshape Tool
Width (Shift-W)	Width Tool (Shift+W), Warp Tool (Shift+R), Twirl Tool, Pucker Tool, Bloat Tool, Scallop Tool, Crystallize Tool, Wrinkle Tool
Free Transform (E)	
Shape Builder (Shift-M)	
Perspective Grid (Shift-P)	Perspective Grid Tool (Shift+P), Perspective Selection Tool (Shift+V)
Mesh (U)	
Gradient (G)	
Eyedropper (I)	Eyedropper Tool (I), Measure Tool
Blend (W)	
Symbol Sprayer (Shift-S)	
Column Graph (J)	Column Graph Tool (J), Stacked Column Graph Tool, Bar Graph Tool, Stacked Bar Graph Tool, Line Graph Tool, Area Graph Tool, Scatter Graph Tool, Pie Graph Tool, Radar Graph Tool
Artboard (Shift-O)	
Slice (Shift-K)	Slice Tool (Shift+K), Slice Selection Tool
Hand (H)	
Zoom (Z)	
Swap Fill & Stroke (Shift-X)	
Stroke (X)	
None (/)	
Drawing Modes (Shift-D)	Draw Normal, Draw Behind, Draw Inside
Change Screen Mode (F)	Presentation Mode (⇧F), Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode
Edit Toolbar	

**Expanded Tool Lists:**

- Pen Tool (P):** Add Anchor Point Tool (+), Delete Anchor Point Tool (-), Anchor Point Tool (Shift+C)
- Line Segment Tool (L):** Arc Tool, Spiral Tool, Rectangular Grid Tool, Polar Grid Tool
- Rectangle Tool (M):** Rounded Rectangle Tool, Ellipse Tool (L), Polygon Tool, Star Tool, Flare Tool
- Paintbrush Tool (B):** Blob Brush Tool (Shift+B)
- Rotate Tool (R):** Reflect Tool (O)
- Free Transform Tool (E):** Puppet Warp Tool
- Shape Builder Tool (Shift+M):** Live Paint Bucket (K), Live Paint Selection Tool (Shift+L)
- Symbol Sprayer Tool (Shift+S):** Symbol Shifter Tool, Symbol Scruncher Tool, Symbol Sizer Tool, Symbol Spinner Tool, Symbol Stainer Tool, Symbol Screener Tool, Symbol Styler Tool
- Hand Tool (H):** Rotate View Tool (Shift+H), Print Tiling Tool