

Illustrator Keyboard Shortcuts

- General Quick Keys and Shortcuts
- Tool Selectors
- Manipulating Objects

- Showing and Hiding Palettes
- Changing the Display
- Text Manipulation

General Quick Keys and Shortcuts

| Action | Quick Key Combination |
|------------------------------|-----------------------------------|
| Move by increments of one | Arrow keys |
| Move by increments of ten | Shift-arrow keys |
| Constrain proportions | Shift-drag |
| Fit imageable area in window | Double-click the hand tool |
| 100% magnification | Double-click the magnifying glass |
| Increase point size | Cmd-Shift-. |
| Decrease point size | Cmd-Shift-, |
| Increase font size | Cmd-Option-Shift-. |
| Decrease font size | Cmd-Option-Shift-, |
| Increase leading | Option-up arrow |
| Decrease leading | Option-down arrow |
| Increase kerning | Cmd-right arrow |
| Decrease kerning | Cmd-left arrow |

Tool Selectors

If you've ever watched anyone use quick keys instead of the mouse to change tools, you know that keyboard shortcuts not only save time but allow the user to free the screen of unnecessary palettes and toolboxes. The following tools have default quick keys. (Remember that double-clicking a tool displays its Properties dialog box.)

| Action | Quick Key Combination |
|----------------------|-----------------------|
| Selection | V |
| Direct Selection | A |
| Lasso | Y |
| Direct Lasso | Q |
| Pen | P |
| Add Anchor Point | = |
| Delete Anchor Point | - |
| Convert Anchor Point | Shift-C |
| Type | T |
| Ellipse | L |
| Rectangle | M |
| Brush | B |
| Pencil | N |
| Scale | S |
| Reflect | O |
| Free Transform | E |

| | |
|------------------------|---------|
| Blend | W |
| Column Graph | J |
| Gradient Mesh | U |
| Gradient | G |
| Eyedropper | I |
| Paint Bucket | K |
| Scissors | C |
| Hand | H |
| Zoom | Z |
| Toggle Fill/Stroke | X |
| Swap Fill/Stroke | Shift-X |
| Color | , |
| Gradient | . |
| None | / |
| Switch Selection Tools | Cmd-Tab |

Manipulating Objects

You spend most of your time manipulating objects when working in Illustrator. Learning these quick keys can speed up the process.

| Action | Quick Key Combination |
|--------------------|-----------------------|
| Transform Again | Cmd-D |
| Move... | Cmd-Shift-M |
| Transform Each... | Cmd-Option-D |
| Group | Cmd-G |
| Ungroup | Cmd-Shift-G |
| Lock | Cmd-2 |
| Unlock All | Cmd-Option-2 |
| Hide Selection | Cmd-3 |
| Show All | Cmd-Option-3 |
| Join | Cmd-J |
| Average | Cmd-Option-J |
| Make | Cmd-8 |
| Release | Cmd-Option-8 |
| Create Outlines | Cmd-Shift-O |
| Apply Last Filter | Cmd-E |
| Last Filter | Cmd-Option-E |
| First Object Above | Cmd-Option-Shift-] |
| Next Object Above | Cmd-Option-] |
| Next Object Below | Cmd-Option-[|
| Last Object Below | Cmd-Option-Shift-[|
| Bring To Front | Cmd-Shift-] |
| Bring Forward | Cmd-] |
| Send Backward | Cmd-[|

| | |
|--------------|-------------|
| Send To Back | Cmd-Shift-[|
|--------------|-------------|

Showing and Hiding Palettes

To maximize screen space, many designers clear the screen of all palettes when previewing work and call up specific palettes only as needed. These keyboard shortcuts help you define what appears on your own screen as you work.

| Action | Quick Key Combination |
|---------------------------|-----------------------|
| Show/Hide All Palettes | Tab |
| Show/Hide All But Toolbox | Shift-Tab |
| Show Color Palette | Cmd-I |
| Show Attributes | Cmd-Shift-I |
| Show/Hide Appearance | Shift-F6 |
| Show/Hide Info | F8 |
| Show/Hide Color | F6 |
| Show/Hide Attributes | F11 |
| Show/Hide Transparency | Shift-F10 |
| Show/Hide Stroke | F10 |
| Show/Hide Gradient | F9 |
| Show/Hide Styles | Shift-F5 |
| Show/Hide Brushes | F5 |
| Show/Hide Layers | F7 |
| Show/Hide Transform | Shift-F8 |
| Show/Hide Align | Shift-F7 |
| Show/Hide Pathfinder | Shift-F9 |
| Character... | Cmd-T |
| Paragraph... | Cmd-M |
| Tab Ruler... | Cmd-Shift-T |
| Toggle Screen Mode | F |
| Toggle Outline/Preview | Cmd-Y |
| Overprint Preview | Cmd-Option-Shift-Y |

Changing the Display

Being able to quickly change what appears on your screen and how much of it appears can improve your workflow. Use these display shortcuts to manage your monitor's real estate.

| Action | Quick Key Combination |
|------------------------------|-----------------------------------|
| Fit imageable area in window | Double-click the hand tool |
| 100% magnification | Double-click the magnifying glass |
| Pixel Preview | Cmd-Option-Y |
| Zoom In | Cmd-= |
| Zoom Out | Cmd-- (hyphen) |
| Fit In Window | Cmd-0 |
| Actual Size | Cmd-1 |
| Show/Hide Edges | Cmd-H |
| Show/Hide Template | Cmd-Shift-W |

| | |
|----------------------------|--------------|
| Show/Hide Rulers | Cmd-R |
| Show/Hide Bounding Box | Cmd-Shift-B |
| Show/Hide Transparent Grid | Cmd-Shift-D |
| Show/Hide Guides | Cmd-; |
| Lock/Unlock Guides | Cmd-Option-; |
| Make Guides | Cmd-5 |
| Release Guides | Cmd-Alt-5 |
| Smart Guides | Cmd-U |
| Show/Hide Grid | Cmd-' |
| Snap To Grid/Pixel | Cmd-Shift-' |
| Snap To Point | Cmd-Option-' |

Text Manipulation

Both print and Web designers spend hours manipulating text. Stop switching between your design and the Character palette, and use these quick keys for faster results.

| Action | Quick Key Combination |
|---------------------|--|
| Increase point size | Cmd-Shift-. |
| Decrease point size | Cmd-Shift-, |
| Increase font size | Cmd-Option-Shift-. |
| Decrease font size | Cmd-Option-Shift-, |
| Increase leading | Option-up arrow |
| Decrease leading | Option-down arrow |
| Increase kerning | Cmd-right arrow |
| Decrease kerning | Cmd-left arrow |
| Left align text | Cmd-Shift-L |
| Center text | Cmd-Shift-C |
| Right align text | Cmd-Shift-R |
| Justify text | Cmd-Shift-J |
| Tracking | Cmd-Option-K |
| Clear Tracking | Cmd-Shift-Q |
| Spacing | Cmd-Option-O |
| Highlight Font | Cmd-Option-Shift-F or Cmd-Option-Shift-M |
| Uniform Type | Cmd-Shift-X |
| Insert Hyphen | Cmd-Shift-- |