

Illustrator CS5.5 Cheat Sheet

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	⌘-Option-Tab
To cycle through tools behind column tool	Option-click tool
To make copy while dragging	Option
To add to a selection	Shift
Move Selection	Any arrow key
Move Selection 10 pts	Shift-any arrow key
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

Viewing and Guides

Get Hand Tool (while NOT editing type)	Spacebar
Get Hand Tool (while editing type)	Hold ⌘, then Space. (This will show the Zoom tool). Let go of ⌘ 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.
Zoom in tool	⌘-Spacebar
Zoom out tool	⌘-Option-Spacebar
Zoom In to exact size	⌘-Spacebar-drag
Hide/Show all tools and panels	Tab
Hide/Show all panels except toolbox	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

Shapes (while drawing)

Draw from center	Option
Draw from center with dialog	Option-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	⌘
Create continuous duplicates along mouse movement	Hold tilde(~) while dragging

Other Shortcuts

(In any panel) Apply a value, but keep value highlighted in panel	Shift-Return
Create new symbol	F8
Swap colors in a gradient	Option-Drag a color stop onto another

Shortcuts listed are for the Mac OS

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
Shift-B	Blob Brush
Shift-E	Eraser
C	Scissors
R	Rotate
O	Reflect
S	Scale
Shift-R	Warp
E	Free Transform
Shift-S	Symbol Sprayer
J	Column Graph
U	Mesh
W	Blend
K	Live Paint Bucket
Shift-L	Live Paint Selection
Shift-O	Artboard Tool
Shift-K	Slice
H	Hand
Z	Zoom
X	Toggle between Fill & Stroke
Shift-X	Swap Fill & Stroke
D	Default Fill & Stroke (white fill/black stroke)

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°.



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Course List

Microsoft Office®

Excel®
PowerPoint®
Word®
Publisher®
Access®
Outlook®
Project®
Visio®

Adobe Creative Suite®

Photoshop®
InDesign®
Illustrator®
Dreamweaver®
Premiere Pro®
After Effects®

Website Design & Development

HTML/XHTML/CSS
WordPress®
Search Engine Optimization
Javascript®
PHP®
Google Apps®

Digital Photography

Intro to Your DSLR Camera
Understanding Your Digital Camera

Business Solutions

Quickbooks®
Social Media for Business
Crystal Reports®

Find our full course schedule and more Cheat Sheets online!

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