

Illustrator Short Keys



TOOL SHORTCUTS

RESULT	WINDOWS	MAC OS
Artboard tool	Shift+O	Shift+O
Selection tool	V	V
Direct Selection tool	A	A
Magic Wand tool	Y	Y
Lasso tool	Q	Q
Pen tool	P	P
Blob Brush tool	Shift+B	Shift+B
Add Anchor Point tool	+(plus)	+(plus)
Delete Anchor Point tool	-(minus)	-(minus)
Convert Anchor Point tool	Shift+C	Shift+C
Type tool	T	T
Line Segment tool	\(backslash)	\(backslash)
Rectangle tool	M	M
Ellipse tool	L	L
Paintbrush tool	B	B
Pencil tool	N	N
Rotate tool	R	O
Reflect tool	O	O
Scale tool	S	S
Warp tool	Shift+R	Shift+R
Width tool	Shift+W	Shift+W
Free Transform tool	E	E
Shape Builder tool	Shift+M	Shift+M
Perspective Grid too	Shift+P	Shift+P
Perspective Selection tool	Shift+V	Shift+V
Symbol Sprayer tool	Shift+S	Shift+S
Column Graph tool	J	J
Mesh tool	U	U
Gradient tool	G	G
Eyedropper tool	I	I
Blend tool	W	W
Live Paint Bucket tool	K	K
Live Paint Selection tool	Shift+L	Shift+L
Slice tool	Shift+K	Shift+K
Eraser tool	Shift+E	Shift+E
Scissors tool	C	C
Hand tool	H	H
Zoom tool	Z	Z
Switch to Smooth tool while Using Blob Brush	Press Alt	Press Option

KEYS FOR TYPE PANELS

RESULT	WINDOWS	MAC OS
Open Justification dialog box	Alt+Ctrl+Shift+J	Option+Command+Shift+J
Open Paragraph Rules dialog box	Alt+Ctrl+J	Option+Command+J
Open Keep Options dialog box	Alt+Ctrl+K	Option+Command+K
Activate Character panel	Ctrl+T	Command+T
Activate Paragraph panel	Ctrl+Alt+T	Command+Option+T

KEYS FOR THE COLOR PANEL

RESULT	WINDOWS	MAC OS
Move color sliders in tandem	Shift-drag slider	Shift-drag slider
Select a color for the nonactive fill or stroke	Alt-click color bar	Option-click color bar
Switch between color modes (CMYK, RGB, LAB)	Shift-click color bar	Shift-click color bar

SHORTCUTS FOR TEXT & PARAGRAPHS

RESULT	WINDOWS	MAC OS
Move one character right or left	Right Arrow or Left Arrow	Right Arrow or Left Arrow
Move up or down one line	Up Arrow or Down Arrow	Up Arrow or Down Arrow
Move one word right or left	Ctrl+Right Arrow or Left Arrow	Command+Right Arrow or Left Arrow
Move up or down one paragraph	Ctrl+Up Arrow or Down Arrow	Command+Up Arrow or Down Arrow
Select one word right or left	Shift+Ctrl+Right Arrow or Left Arrow	Shift+Command+Right Arrow or Left Arrow
Select one paragraph before or after	Shift+Ctrl+Up Arrow or Left Arrow	Shift+Command+Up Arrow or Left Arrow
Extend existing selection	Shift-click	Shift-click
Align paragraph left, right or center	Ctrl+Shift+L,R or C	Command+Shift+L,R or C
Justify paragraph	Ctrl+Shift+J	Command+Shift+J
Insert soft return	Shift+Enter	Shift+Enter
Highlight kerning	Ctrl+Alt+K	Command+Option+K
Reset horizontal scale to 100%	Ctrl+Shift+X	Command+Shift+X
Increase or decrease type size	Ctrl+Shift+>or<	Command+Shift+>or<
Increase or decrease leading	Alt+Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)	Option+Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)
Set leading to the type size	Double-click leading icon in the Character panel	Double-click leading icon in the Character panel
Reset tracking/kerning to 0	Ctrl+Alt+Q	Command+Option+Q
Increase or decrease kerning and tracking	Alt+Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)	Option+Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
Increase or decrease kerning and tracking by five times	Ctrl+Alt+Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)	Command+Alt+Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
Increase or decrease baseline shift	Alt+Shift+Up+Down Arrow (horizontal text) or Right or Left Arrow (vertical text)	Option+Shift+Up or Down (horizontal text) or Right or Left Arrow (vertical text)
Switch between Type and Vertical Type, Area Type and Vertical Area Type, and Path Type and Vertical Path Type tools	Shift	Shift
Switch between Area Type and Path Type, Vertical Area Type and Vertical Path Type tools	Alt	Option
Increase/decrease the selected value by a small increment	Up Arrow or Down Arrow	Up Arrow or Down Arrow
Increase/decreases the selected value by a large increment	Shift+Up Arrow or Down Arrow	Shift+Up Arrow or Down Arrow
Highlight the font name field in the Character panel	Ctrl + Alt + Shift + F	Command + Option + Shift + F

PANEL SHORTCUTS

RESULT	WINDOWS	MAC OS
Select all objects on the layer	Alt-click layer name	Option-click layer name
Show/hide all layers but the selected one	Alt-click eye icon	Option-click eye icon
Select Outline/Preview view for the selected layer	Ctrl-click eye icon	Command-click eye icon
Select Outline/Preview view for all other layers	Ctrl+Alt-click eye icon	Command+Option-click eye icon
Lock/unlock all other layers	Alt-click lock icon	Option-click lock icon
Expand all sublayers to display entire hierarchy	Alt-click expansion triangle	Option-click expansion triangle
Set options as you create new layer	Alt-click New Layer button	Option-click New Layer button
Set options as you create new sublayer	Alt-click New Sublayer	Option-click New Sublayer button

VIEWING SHORTCUTS

RESULT	WINDOWS	MAC OS
Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	F	F
Fit imageable area in window	Double-click Hand tool	Double-click Hand tool
Magnify 100%	Double-click Zoom tool	Double-click Zoom tool
Switch to Hand tool (when not in text-edit mode)	Spacebar	Spacebar
Switch to Zoom tool in magnify mode	Ctrl+Spacebar	Spacebar Command
Switch to Zoom tool in reduce mode	Ctrl+Alt+Spacebar	Spacebar+Command+Option
Move Zoom marquee while dragging with the Zoom tool	Spacebar	Spacebar
Hide unselected artwork	Control+Alt+Shift+3	Command+Option+Shift+3
Convert between horizontal and vertical guide	Alt-drag guide	Option-drag guide
Release guide	Ctrl+Shift-double-click guide	Command+Shift-double-click guide
Show/Hide artboards	Ctrl+Shift+H	Command+Shift+H
Show/Hide artboard rulers	Ctrl+Alt+R	Command+Option+R
View all artboards in window	Ctrl+Alt+0 (zero)	Command+Option+0 (zero)
Paste in place on the active artboard	Ctrl+Shift+V	Command+Shift+V
Exit Artboard tool mode	Esc	Esc
Create artboard inside another artboard	Shift-drag	Shift-drag
Select multiple artboards in the Artboards panel	Ctrl+click	Command+click
Navigate to next document	Ctrl+F6	Command+Shift+F6
Navigate to previous document group	Ctrl+Alt+Shift+F6	Command+Option+Shift+F6
Exit Full Screen Mode	Esc	Esc
Save multiple artboards to Illustrator CS3 or earlier format	Alt+V	Alt+V

DRAWING SHORTCUTS

RESULT	WINDOWS	MAC OS
Constrain a shape's proportions or orientation to: • Equal height and width for rectangles, rounded rectangles, ellipses and grids • Increments of 45° for line and arc segments • Original orientation for polygons, stars and flares	Shift-drag	Shift-drag
Move a shape while drawing it	Spacebar-drag	Spacebar-drag
Draw from the center of a shape (except for polygons, stars and flares)	Alt-drag	Alt-drag
Increase or decrease polygon sides, star points, arc angle, spiral winds or flare rays	Start draggin, then press the Up Arrow or Down Arrow	Start dragging, then press the Up Arrow or Down Arrow
Keep the inner radius of a star constant	Star dragging, then hold down Ctrl	Star dragging, then hold down Ctrl
Keep the sides of a star straight	Alt-drag	Option-drag
Switch between and open and closed arc	Start dragging, then hold down C	Start dragging, then hold down C
Flip an arc, keeping the reference point constant	Start dragging, then hold down F	Start dragging, then hold down F
Add or subtract winds from a spiral while increasing the length of the spiral	Start dragging, then Alt-drag	Start dragging, then Alt-drag
Change the decay rate of a spiral	Start dragging then Ctrl-drag	Start dragging then Command-drag
Add or remove horizontal lines from a rectangular grid or a concentric lines from a polar grid	Start dragging, then press the Up Arrow or Down Arrow	Start dragging, then press the Up Arrow or Down Arrow
Decrease the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%	Start dragging then press F	Start dragging then press F
Increase the skew value for horizontal dividers in a rectangular grid or concentric dividers in a polar grid by 10%	Start dragging, then press C	Start dragging, then press C
Create and expand a Live Trace object in one step	Alt-click Live Trace in the Control Panel or hold down Alt and select a tracing preset	Option-click Live Trace in the Control Panel or hold down Option and select a tracing preset
Increase size of Blob Brush] (right square bracket)] (right square bracket)
Decrease size of Blob Brush	[(left square bracket)	[(left square bracket)
Constrain Blob Brush path horizontally or vertically	Shift	Shift
Switch through drawing modes	Shift+D	Shift+D
Join two or more paths	Select the paths, then press Ctrl+J	Select the paths, then press Ctrl+J
Create corner or smooth join	Select the paths, then press Shift+Ctrl+Alt+J	Select the paths, then press Shift+Command+Option+J