

ESSENTIALS	HELP...F1 COPY...Ctrl-C	DELETE...Backspace/Delete PASTE...Ctrl-V	SAVE...Ctrl-S ZOOM IN...Ctrl-Plus Sign	UNDO...Ctrl-Z ZOOM OUT...Ctrl-Minus Sign	REDO...Ctrl-Shift-Z
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TOOLS

V..... Selection	E..... Free Transform
A..... Direct Selection	Shift-S... Symbol Sprayer
Y..... Magic Wand	J..... Column Graph
Q..... Lasso	U..... Mesh
P..... Pen	G..... Gradient
+..... Add Anchor point	I..... Eyedropper
-..... Delete Anchor point	W..... Blend
Shift-C .. Convert Anchor point	K..... Live Paint Bucket
T..... Type	Shift-L... Live Paint Selection
\..... Line Segment	Shift-O... Artboard
M..... Rectangle	Shift-K .. Slice
L..... Ellipse	H..... Hand
B..... Paintbrush	Z..... Zoom
N..... Pencil	X..... Toggle between Fill & Stroke
Shift-B .. Blob Brush	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-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 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	Ctrl-Alt-Tab
To cycle through tools behind column tool	Alt-click tool
To make copy while dragging	Alt
To add to a selection	Shift
Move Selection	Any arrow key
Move Selection 10 pts	Shift-any arrow key
Lock selected artwork	Ctrl-2
Lock all deselected artwork	Ctrl-Alt-Shift-2
Unlock all artwork	Ctrl-Alt-2
Hide selected artwork	Ctrl-3
Hide all deselected artwork	Ctrl-Alt-Shift-3
Show all artwork	Ctrl-Alt-3

PATH EDITING

Join and Average at same time	Ctrl-Alt-Shift-J
Convert Anchor Point tool from Pen tool	Alt
Switch between Add Anchor Point and Delete Anchor Point tools	Alt
Add Anchor Point tool from Scissors tool	Alt
Move anchor point while drawing with Pen tool	Spacebar
Create closed path with Pencil or Paintbrush tool	
..... when finished drawing, hold Alt and release mouse	
Connect to an open (& selected) path with Pencil	Ctrl-drag

PAINTING AND TRANSFORMING

Eyedropper tool from Live Paint Bucket tool	Alt
Samples intermediate color from gradient, picture, etc. with eyedropper	Shift
Sets center point and shows dialog	Alt-click with Tool
Duplicates and transforms selection	Alt-drag
Transform pattern without transforming object	~(tilde)-drag
Scale proportionally with Selection tool	Shift-drag bounding box
Scale from center with Selection tool	Alt-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	Alt-click

SHAPES (WHILE DRAWING)

Draw from center	Alt
Draw from center with dialog	Alt-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	Ctrl
Create continuous duplicates along mouse movement	hold ~ while dragging

VIEWING & GUIDES

Get Hand Tool (while NOT editing Type)	Spacebar
Get Hand tool (while editing Type)	Hold Control, then Space. (This will show the Zoom tool). Let go of Control 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 so you again don't type more spaces.
Zoom In Tool	Ctrl-Spacebar
Zoom Out Tool	Ctrl-Alt-Spacebar
Zoom In to exact size	Ctrl-Spacebar-drag
Hide/Show all tools and panels	Tab
Hide/Show all panels except toolbox	Shift-Tab
Switch between horizontal/vertical guide ... hold Alt while dragging out a new guide	
Release Guide (turns it into a regular path)	Shift-Ctrl-double-click

TYPE

Decrease/Increase type size	Ctrl-Shift-< or >
Decrease/Increase leading	Alt arrow up or down
Decrease/Increase kerning/tracking	Alt arrow left or right
Kerning/tracking x 5	Ctrl-Alt arrow left or right
Decrease/Increase baseline shift	Shift-Alt arrow down or up
Baseline shift x 5	Ctrl-Alt-Shift arrow down or up
Align type left, right, center	Ctrl-Shift-L, R, C
Justify type	Ctrl-Shift-J
Justify last line	Ctrl-Shift-F
Reset horizontal/vertical scale to 100%	Ctrl-Shift-X
Reset kerning or tracking to 0	Ctrl-Alt-Q

PANEL SHORTCUTS/FUNCTION KEYS

Show/Hide Brushes	F5
Show/Hide Color	F6
Show/Hide Layers	F7
Show/Hide Info	Ctrl-F8
Show/Hide Gradient	Ctrl-F9
Show/Hide Stroke	Ctrl-F10
Show/Hide Attributes	Ctrl-F11
Revert file	F12
Show/Hide Graphic Styles	Shift-F5
Show/Hide Appearance	Shift-F6
Show/Hide Align	Shift-F7
Show/Hide Transform	Shift-F8
Show/Hide Pathfinder	Shift-Ctrl-F9
Show/Hide Transparency	Shift-Ctrl-F10
Show/Hide Symbols	Shift-Ctrl-F11

LAYERS PANEL SHORTCUTS

Toggle layer between Preview/Outline mode	Ctrl-click on eye
Show layer while turning-off all others	Alt-click on eye
Select all items on layer	Alt-click layer name
Copy selected item to different layer	Alt-drag selection square in Layers panel
To create the new layer at the top of list	Ctrl-click
To create the new layer below selected layer	Ctrl-Alt-click

COLOR PANEL SHORTCUTS

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

SWATCHES PANEL SHORTCUTS

Create a swatch as a global color	Hold Ctrl-Shift while creating
Replace a swatch with another	Alt-drag new swatch over old

MISC.

(In any panel) Apply a value, but keep value highlighted in panel	Shift-Return
Create New Symbol	F8
Swap Colors in a Gradient	Alt-Drag a color stop onto another

