

TOOLS

V..... Selection	Shift-M.. Shape Builder
A..... Direct Selection	K..... Live Paint Bucket
Y..... Magic Wand	Shift-L.. Live Paint Selection
Q..... Lasso	Shift-P... Perspective Grid
P..... Pen	Shift-V.. Perspective Selection
+..... Add Anchor Point	U..... Mesh
-..... Delete Anchor Point	G..... Gradient
Shift-C.. Anchor Point	I..... Eyedropper
Shift-^... Curvature	W..... Blend
T..... Type	Shift-S... Symbol Sprayer
Shift-T.. Touch Type	J..... Column Graph
\..... Line Segment	Shift-O... Artboard
M..... Rectangle	Shift-K... Slice
L..... Ellipse	H..... Hand
B..... Paintbrush	Z..... Zoom
Shift-B.. Blob Brush	X..... Toggle between Fill & Stroke
N..... Pencil	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-W.. Width	Shift-D... Cycle through Drawing Modes
Shift-R... Warp	F..... Cycle through Screen Modes
E..... Free Transform	

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 & MOVING

To access Selection or Direction Selection tool (whichever was used last)
 at any time ⌘ (Command)

Switch between Selection and Direct Selection tools ⌘-Option-Tab

Cycle through tools hidden behind another tool Option-click tool

To make copy while dragging..... Option

Add to a selection Shift

Move selection (in 1-point increments) Arrow keys

Move selection (in 10-point increments) Shift-Arrow keys

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

PATH EDITING

Join and Average at same time ⌘-Option-Shift-J

To get Anchor Point tool while using Pen tool Option

Switch between Add Anchor Point and Delete Anchor Point tools..... Option

To get Add Anchor Point tool while using Scissors tool Option

Move anchor point while drawing with Pen tool Spacebar

Create closed path with Pencil or Paintbrush tool.....
 When finished drawing, hold Option and release mouse

Connect to an open (and selected) path with Pencil tool ⌘-drag

PAINTING & TRANSFORMING

To get Eyedropper tool while using Live Paint Bucket tool..... Option

Sample intermediate color from gradient, picture, etc. with Eyedropper..... Shift

Set center point and show dialog Option-click with tool

Duplicate while transforming selection..... Option-drag

Transform pattern without transforming object ~-(tilde)-drag

Scale proportionally with Selection tool Shift-drag bounding box

Scale from center with Selection tool Option-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 Option-click

SHAPES (WHILE DRAWING)

Draw from center Option

Draw from center with dialog..... Option-click

Constrain proportions..... Shift

Constrain orientation of polygons, stars, spirals..... Shift

Move object while drawing Hold Spacebar

Add/subtract sides, points, spiral segments Up/Down arrow

Decrease/Increase inner radius ⌘

Create continuous duplicates along mouse movement..... Hold ~ while dragging

VIEWING & GUIDES

To get Hand tool (while NOT editing Type) Spacebar

To get Hand tool (while editing Type)
 Hold ⌘, then Spacebar. Continue to hold Spacebar but let go of ⌘

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 Tools and Control panels..... 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

TYPE

Increase/Decrease size of selected text by 2 pts..... ⌘-Shift-> or <

Increase/Decrease size of selected text by 10 pts..... ⌘-Option-Shift-> or <

Increase/Decrease leading by 2 pts Option-Down/Up arrow

Increase/Decrease kerning/tracking..... Option-Left/Right arrow

Kerning/tracking x 5 ⌘-Option-Left/Right arrow

Increase/Decrease baseline shift Shift-Option-Up/Down arrow

Baseline shift x 5..... ⌘-Option-Shift-Up/Down arrow

Align text left/center/right..... ⌘-Shift-L/C/R

Justify with last line aligned left..... ⌘-Shift-J

Justify all lines..... ⌘-Shift-F

Reset horizontal/vertical scale to 100%..... ⌘-Shift-X

Reset kerning or tracking to 0..... ⌘-Option-Q

PANELS

Show/Hide Brushes panel F5

Show/Hide Color panel F6

Show/Hide Layers panel F7

Show/Hide Info panel ⌘-F8

Show/Hide Gradient panel..... ⌘-F9

Show/Hide Stroke panel ⌘-F10

Show/Hide Attributes panel ⌘-F11

Show/Hide Graphic Styles panel Shift-F5

Show/Hide Appearance panel Shift-F6

Show/Hide Align panel Shift-F7

Show/Hide Transform panel..... Shift-F8

Show/Hide Pathfinder panel Shift-⌘-F9

Show/Hide Transparency panel Shift-⌘-F10

Show/Hide Symbols panel Shift-⌘-F11

LAYERS PANEL

Toggle layer between Preview/Outline mode..... ⌘-click on eye

Show layer while turning off all others..... Option-click on eye

Select all items on layer..... Option-click layer name

Copy selected item to different layer..... Option-drag selection square in Layers panel

To create new layer at the top of list..... ⌘-click New Layer button

To create new layer below selected layer..... ⌘-Option-click New Layer button

COLOR PANEL

Saturate/Desaturate current color Shift-drag color slider

Change Color Mode..... Shift-click color bar

Select compliment of current color ⌘-click color bar

SWATCHES PANEL

Create a swatch as a global color..... ⌘-Shift-click New Swatch button

Replace a swatch with another Option-drag new swatch over old

MISCELLANEOUS GOOD STUFF

Create New Symbol..... F8

Swap colors in a gradient Option-drag a color stop onto another

Revert file ⌘-Option-Z

