Illustrator CC 2014

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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 ....Ctrl
Switch between Selection and Direct Selection tools ....Ctrl–`
Cycle through tools hidden behind another tool ....Alt–click tool
To make copy while dragging...Alt
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...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
To get Anchor Point tool while using Pen tool ....Alt
Switch between Add Anchor Point and Delete Anchor Point tools....................Alt
To get Add Anchor Point tool while using 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 (and selected) path with Pencil tool .... Ctrl–drag

PAINTING & TRANSFORMING

To get Eyedropper tool while using Live Paint Bucket tool................................Alt
Sample intermediate color from gradient, picture, etc. with Eyedropper.........Shift
Set center point and show dialog... Alt–click with tool
Duplicate while transforming 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 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 ....Ctrl
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 Ctrl, then Spacebar. Continue to hold Spacebar but let go of Ctrl
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 Tools and Control panels...........................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

Increase/Decrease size of selected text by 2 pts.........................Ctrl–Shift–> or <
Increase/Decrease size of selected text by 10 pts..................Ctrl–Shift–Alt–> or <
Increase/Decrease leading .... Alt–Down/Up arrow
Increase/Decrease kerning/tracking......................................Alt–Left/Right arrow
Kerning/tracking x 5 ....Ctrl–Alt–Left/Right arrow
Increase/Decrease baseline shift ....Shift–Alt–Down/Up arrow
Baseline shift x 5..Ctrl–Alt–Shift– Alt–Down/Up arrow
Align text left/center/right...Ctrl–Shift–L/C/R
Justify with last line aligned left...Ctrl–Shift–J
Justify all lines... Ctrl–Shift–F
Reset horizontal/vertical scale to 100%... Ctrl–Shift–X
Reset kerning or tracking to 0...Ctrl–Alt–Q

PANELS

Show/Hide Brushes panel F5
Show/Hide Color panel F6
Show/Hide Layers panel F7
Show/Hide Info panel Ctrl–F8
Show/Hide Gradient panel...Ctrl–F9
Show/Hide Stroke panel Ctrl–F10
Show/Hide Attributes panel Ctrl–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–Ctrl–F9
Show/Hide Transparency panel Shift–Ctrl–F10
Show/Hide Symbols panel... Shift–Ctrl–F11

LAYERS PANEL

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 new layer at the top of list...........................Ctrl–click New Layer button
To create new layer below selected layer.............. Ctrl–Alt–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 ....Ctrl–click color bar

SWATCHES PANEL

Create a swatch as a global color....................Ctrl–Shift–click New Swatch button
Replace a swatch with another ....Alt–drag new swatch over old

MISCELLANEOUS GOOD STUFF

Create New Symbol...F8
Swap colors in a gradient ....Alt–drag a color stop onto another
Revert file F12

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