

Illustrator Cheat Sheet

shortcuts

Ctrl/⌘ + N = New Document
Ctrl/⌘ + O = Open a file
Ctrl/⌘ + S = Save
Ctrl/⌘ + P = Print

Ctrl/⌘ + A = Select All
Ctrl/⌘ + Shift+A = Deselect All
Ctrl/⌘ + ⌘ = Reselect All

Ctrl/⌘ + C = Copy
Ctrl/⌘ + X = Cut
Ctrl/⌘ + V = Paste
Ctrl/⌘ + F = Paste in Front
Ctrl/⌘ + B = Paste Behind

Ctrl/⌘ + Z = Undo

Ctrl/⌘ + G = Group
Ctrl/⌘ + 2 = Lock
Ctrl/⌘ + Alt+ 2 = Unlock All

Ctrl/⌘ + D = Transform Again
Ctrl/⌘ + E = Apply Last Filter

Ctrl/⌘ + "+" = Zoom in
Ctrl/⌘ + "-" = Zoom out
Ctrl/⌘ + R = Show/hide rulers
Ctrl/⌘ + 0 = Fit in Window
Ctrl/⌘ + 1 = Actual Size




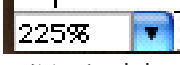
quick keys

V= Selection Tool
A= Direct Selection Tool
P= pen tool
T= type tool
B = brush

X = change whether stroke or fill is on top
Shift + X = switch colors between stroke and fill
D = return to black and white
/ = Set Fill or Stroke to none
Tab= hide all palettes
Shift + Tab = hide all palettes except tools

tips + tricks

- Many tools in the toolbox will let you hold down Ctrl/⌘ to switch to the selection tool, and space to switch to the hand tool. Letting go of these keys will return you to whatever tool you were using.
- Holding down Alt (Windows) or Option (Mac) while dragging a shape will copy it.
- Holding down Alt (Windows) or Option (Mac) while resizing or drawing a shape pulls it outwards from the center.
- Pay attention to the little symbols next to the pen tool.
 - (-) = delete a point

- (+) = add a point
 - (<) = (upside down v) means convert to corner point
 - (o) = close a shape
 - (/) = start drawing again from this point
 - (⌘) Join points
- When working with the pen tool, make sure to deselect before trying to start a new shape or section. Hold down the Ctrl/⌘-key to switch to the selection tool and click off of the current shape onto the artboard (drawing page).
 - You can open the swatches used in any document in a new one. Just use the Swatches palette,  Open Swatch Library > Other Library and navigate to the file with the colors you want.
 - You can add multiple strokes to an object with the Appearance palette options. Once you've added a new stroke, make sure the thinnest is on top of the list and the thickest on the bottom or you will only see one.
 - Group items together (Ctrl + G) for easier copying. Remember, you must select more than one item before making a group so hold down "shift" while you click on each of the items you want to add to the group (or drag over all of the objects with your mouse). You can also group together already existing groups.
 - Use the Group Selection Tool (behind the white arrow) to select members of a group. One click selects a single object, 2 clicks selects the smallest group that symbol is a part of, and 3 selects all sub-groups that are grouped with the symbol.
 - Hold down "shift" while drawing a shape or resizing one to keep the sides proportional. This will also limit any lines you draw to a 45° angle.
 - You can adjust the corners of a rounded rectangle after drawing it by using the up and down arrow keys before you release the mouse button You can toggle between a rectangle and a rounded rectangle by hitting the left and right arrow keys. The up and down arrows also allow you to adjust the number of sides on a polygon.
 - When drawing a shape you can hold down the spacebar while the mouse button is still held to move it.
 - To do perspective effects select a shape, switch to the Free Transform tool, hold down your mouse, and then hit Ctrl/⌘
 - When you click on a shape with the Path Type Tool  it will become transparent. To bring back the appearance of type wrapping around an object, draw a second shape over the first one (on a new layer) and fill it with color. I recommend locking the layer with your type on it first.
 - To change how close to the edge of a shape type on a path is (to give it "padding") use the baseline shift  option in the Character palette.
 - To move type on a path around a shape, drag the big I-beam.
 - Use the bottom drop-down menu to zoom in and out quickly 
 - When reflecting an object hold down alt (Windows) or option (Mac) while clicking on the artboard to set the reflection point.
 - If you Ctrl/⌘ click on the eye icon in the Layers palette you can toggle everything on that layer between Preview and Outline mode.
 - Illustrator contains a lot of InDesign features now- so for large chunks of text you can use File>Place rather than pasting directly. You can also use the "in and out ports" (square boxes at top and bottom of text box) to make threaded text frames.
 - If you're having trouble changing the color of text and you're using the selection tool (black arrow) to select it, try selecting it with the T tool instead. If you're selecting it with the T tool and having problems, try using the selection tool.
 - To add a gradient fill to type, select the type with the selection tool, go to the Appearance panel, and choose "Add New Fill" from the palette options list.
 - To make great looking quote boxes, use "Roman Hanging Punctuation". This places " marks outside of the alignment blocks so only the letters align along margin lines. Just select the text block and choose "Roman Hanging Punctuation" from the Paragraph palette options.
 - To have Illustrator replace certain letter combinations or punctuation with a special character or "smart" alternative, choose Type>Smart Punctuation, check all of the boxes, and choose whether to apply the change to selected text or the entire document.