

Johnson & Wales University
Elizabeth Marks (emarks@jwu.edu)

Illustrator

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/⌘ + 6 = Reselect All

Ctrl/⌘ + C = Copy

Ctrl/⌘ + X = Cut

Ctrl/⌘ + V = Paste

Ctrl/⌘ + F = Paste in Front

Ctrl/⌘ + B = Paste Behind

Ctrl/⌘ + G = Group

Ctrl/⌘ + 2 = Lock

Ctrl/⌘ + Alt+ 2 = Unlock All

Ctrl/⌘ + Z = Undo last action

Ctrl/⌘ + D = Transform Again

Ctrl/⌘ + E = Apply Last Filter

Ctrl/⌘ + "+" = Zoom in

Ctrl/⌘ + - = Zoom out

Ctrl/⌘ + R = Show/hide rulers

Quick Keys

V= Selection Tool

A= Direct Selection Tool

P= pen tool

T= type tool

B = brush

X = switch whether stroke or fill is on top

Shift + X = switch colors between stroke and fill

D = return to black and white


Tips


- When you're using many tools if you hold down Ctrl/⌘ you can switch to the selection tool, and space will switch to the hand tool. Letting go of these keys will return you to whatever tool you were using.

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

- When working with the pen tool, make sure to deselect before trying to start a new shape or section. Use the Ctrl/⌘ -key to switch to the selection tool and click off of the current shape. If you don't, it'll look like dragging a paintbrush over a canvas rather than lifting it up.
- 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 multiple items.
- 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.
- Hold down "alt" to draw a shape from the center rather than a corner.

- When you click on a circle with the Path Type Tool  it will become transparent. To make it look like your type is going around a shape, draw a second circle over the first one (on a new layer) and fill it with color.
- 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 to set the line of reflection.

Recommended Illustrator Books:

Adobe Illustrator CS Hands-On Training by Jeff Van West (Pearson Education)

Illustrator CS for Windows and Macintosh : Visual QuickStart Guide by Elaine Weinmann, Peter Lourekas (Peachpit Press)

Illustrator CS Killer Tips by Dave Cross (Pearson) (not to learn the program, for

- shortcuts once you have learned it)