



TOOLS

V.....	Selection	J.....	Column Graph
A.....	Direct Selection	U.....	Mesh
Y.....	Magic Wand	G.....	Gradient
Q.....	Lasso	I.....	Eyedropper
P.....	Pen	W.....	Blend
+.....	Add Anchor point	K.....	Live Paint Bucket
-.....	Delete Anchor point	Shift-L...	Live Paint Selection
Shift-C ..	Convert Anchor point	Shift-K ..	Slice
T.....	Type	C.....	Scissors
\.....	Line Segment	H.....	Hand
M.....	Rectangle	Z.....	Zoom
L.....	Ellipse	X.....	Toggle between Fill & Stroke
B.....	Paintbrush	Shift-X...	Swap Fill & Stroke
N.....	Pencil	D.....	Default Fill & Stroke (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
E.....	Free Transform		
Shift-S...	Symbol Sprayer		

Double-click tools to bring up options.
 Press CAPS LOCK to change tool pointer to cross hair.
 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	⌘ (Command)
To switch between Selection and Direction Selection tools	⌘-Option-Tab
To switch between Direct Selection and Group Selection	Option-click tool
To make copy while dragging.....	Option
To add to a selection	Shift
Move Selection.....	Any arrow key
Lock selected artwork.....	⌘-2
Lock all deselected artwork	⌘-Option-Shift-2
Unlock all artwork	⌘-Option-2
Hide all deselected artwork	⌘-Option-Shift-3
Show all artwork.....	⌘-Option-3

PATH EDITING

Join and Average at same time	⌘-Option-Shift-J
Convert Anchor Point tool from Pen tool	Option
Switch between Add Anchor Point and Delete Anchor Point tools	Option
Add Anchor Point tool from 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 (& selected) path with Pencil	⌘-drag

PAINTING ANDTRANSFORMING

Temporarily Switch from Live Paint Bucket to Eyedropper	Option
Samples intermediate color from gradient, picture, etc. with eyedropper	Shift
Sets center point and shows dialog	Option-click with Tool
Duplicates and transforms 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 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	⌘
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 ⌘, then Space. Then continue holding Space 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 palettes	Tab
Hide/Show all palettes except toolbox.....	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

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

PALETTE SHORTCUTS/FUNCTION KEYS

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

LAYERS PALETTE SHORTCUTS

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 palette
To create the new layer at the top of list	⌘-click
To create the new layer below selected layer	⌘-Option-click

COLOR PALETTE SHORTCUTS

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

SWATCHES PALETTE SHORTCUTS

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

(In any palette) Apply a value, but keep value highlighted in palette .. Shift-Return