



ADOBE ILLUSTRATOR SHORTCUTS

Zoom In	Cmd/Ctrl +
Zoom Out	Cmd/Ctrl -
Toggle Direct Selection & Selection Tools	Hold Cmd/Ctrl
Lock Selected Artwork	Cmd/Ctrl + 2
Unlock All Artwork	Cmd/Ctrl + Option/Alt + 2
Move Selection Over 10 pts at a Time	Shift + Arrow Direction
Scale Selection Proportionally	Shift + Drag Corners of Bounding Box
Duplicate Selection	Option/Alt + Drag
Add to Selection	Hold Shift + Select a New Object
Select Eyedropper Tool	I
Select Text Tool	T
Select Rotate Tool	R
Select Reflect Tool	O
Decrease/Increase Type Size	Cmd/Ctrl + Shift + Left/Right Arrows
Decrease/Increase Leading	Option/Alt + Up/Down Arrows
Decrease/Increase Kerning or Tracking	Option/Alt + Left/Right Arrows

Align Text Left/Center/Right	Cmd/Ctrl + Shift + L/C/R
Save File	Cmd/Ctrl + S
Paste in Front	Cmd/Ctrl + F
Paste in Back	Cmd/Ctrl + B
Paste in Place	Cmd/Ctrl + Shift + V
Toggle On & Off Smart Guides	Cmd/Ctrl + U
Repeat Last Action	Cmd/Ctrl + D
Access the Pen Tool	P
Add or Subtract an Anchor Point	+ or -
Convert Anchor Point Tool	Shift + C
Create Outlines	Shift + Cmd/Ctrl + O
Join Two Selected Paths	Cmd/Ctrl + J
Toggle Grid On & Off	Cmd/Ctrl + ‘
Snap to Grid	Cmd/Ctrl + Shift + “
Snap to Point	Cmd + Alt + ‘
Outline/Preview	Cmd + Y
Toggle Ruler On & Off	Cmd/Ctrl + R
Hide & Show all Guides	Cmd/Ctrl + ;
Lock & Unlock Guides	Cmd/Ctrl + Option + ;