



MY MOST AWESOME ILLUSTRATOR SHORTCUTS!



FUNCTIONS

Undo

Cmd Z (Mac)
Ctrl Z (PC)

Group

Cmd G (Mac)
Ctrl G (PC)

Ungroup

Cmd Shift G (Mac)
Ctrl Shift G (PC)

Make a Copy

1. Choose the Selection Tool
2. Hold down **Opt** (Mac) or **Alt** (PC) and click and drag the object you wish to copy

Transform Again

Cmd D (Mac)
Ctrl D (PC)

Smart Guides (Toggle on/off)

Cmd U (Mac)
Ctrl U (PC)

Arrange:

Bring Forward **Send to Back**
Cmd] (Mac) **Cmd [** (Mac)
Ctrl] (PC) **Ctrl [** (PC)

Make Clipping Mask

Cmd 7 (Mac)
Ctrl 7 (PC)

Make Compound Shape

Cmd 8 (Mac)
Ctrl 8 (PC)

Outline mode (Toggle on/off)

Cmd Y (Mac)
Ctrl Y (PC)

Outline Type

Cmd Shift O (Mac)
Ctrl Shift O (PC)

Start by trying the shortcuts for the things you use the most!

Hold shift as you drag your image in to Illustrator to place it without linking

TOOLS

- Selection Tool **V**
- Direct Selection Tool **A**
- Type Tool **T** (**esc** to exit)
- Rectangle Tool **M** (Hold shift as you drag to draw a square)
- Ellipse **L**
- Pen Tool **P**
- Curvature Tool **Shift `**
- Pencil Tool **N**
- Line Segment Tool ****
- Eye Dropper Tool **I**
- Gradient Tool **G**
- Shapebuilder Tool **Shift M**
- Artboard Tool **Shift O**

Use these shortcuts to quickly switch between tools!

MORE HANDY QUICK TIPS!

Right click on your artwork then choose Export Selection

Object > Path > Simplify
To reduce anchor points along a path

Select > Same > Fill Color
To select all of the objects with the same fill color

Effects > Document Settings
Change Resolution to 72dpi to speed up Illustrator (remember to change it back later!)

*Remember you can do math in any field!
+(add) -(subtract)
/(divide)
(multiply)