

# Common Adobe Illustrator shortcuts

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Adobe Illustrator, also known as Ai - is a popular graphics software, mainly working on vector graphics. Illustrator's processing level is higher than Photoshop, so Illustrator's shortcuts are much more than Photoshop shortcuts. Therefore, in order to work with fast speed and save time in the design process when using this software, users must definitely understand all the shortcuts in Illustrator.

## Summary of commonly used Adobe Illustrator shortcuts

### Note:

1. On Windows is the Ctrl key, and on the Mac is the Cmd key.
2. On Windows is the Alt key, on the Mac is the Option key.



### Group shortcut in the FILE menu

#### File command group

#### File command group

#### Function

Ctrl / Cmd + N

new

Create a new file

Ctrl / Cmd + O

Open

Open a new file

Ctrl / Cmd + O

Open As

Open a file from Adobe Bridge

Ctrl / Cmd + W

Close

Close the file

Ctrl / Cmd + S

Save

Save changes

Ctrl / Cmd + Shift + S

Save As

Save file as #

Ctrl + Alt + S (Cmd + Option + S)

Save 1 more copy

Save 1 more copy

Ctrl / Cmd + P

Print

Print picture

**How to turn off the command with the EDIT command group**

**Command group turns off EDIT**

**Corresponding**

**Function**

Ctrl / Cmd + Z

Undo

Go back to 1 step

Ctrl / Cmd + X

Cut

Cut

Ctrl / Cmd + C

Copy

Copy

Ctrl / Cmd + V

Paste

Paste

Ctrl / Cmd + F

Paste in Front

Paste overlap on copy object

Ctrl / Cmd + B

Paste in Back

Paste down under the copy object

Shift + Ctrl + V

Paste in Place

Paste on embedded object

Alt + Shift + Ctrl + V (Option + Shift + Cmd + V)

Paste on All Artboards

Paste on all pages

Ctrl / Cmd + I

Check Spelling

Spell check

Shift + Ctrl / Cmd + K

Color Settings

Color correction system

Alt + Shift + Ctrl + K (Option + Shift + Cmd + K)

Keyboard Shortcuts

Open the shortcut editing dialog box

Ctrl / Cmd + K

General Preferences

Open the edit parameters dialog box

**Shortcut key combination in the Object menu**

**Command group turns off the Object**

**Corresponding**

**Function**

Ctrl / Cmd + D

Transform Again

Repeat the step

Ctrl + Alt + Shift + D (Cmd + Option + Shift + D)

Transform Each .

Copy and move panel

Ctrl / Cmd + 2

Lock Object

Lock object

Ctrl + Alt + 2 (Cmd + Option + 2)

Unlock Object

Unlock the object

Ctrl / Cmd + Shift + ]

Bring to Front

Move the selection to the top

Ctrl / Cmd + Shift + [

SendTo Back

Move selection down to the bottom

Ctrl / Cmd + [

Bring Forward

Move selection up

Ctrl / Cmd + ]

Send Backward

Move selection down

Alt + Ctrl + B (Option + Cmd + B)

Make Blend

Apply Blend command

Alt + Shift + Ctrl + B (Option + Shift + Cmd + B)

Release Blend

Remove the Blend command you just applied

Ctrl / Cmd + 7

Make Clipping Mask

The nested command in an image

Ctrl / Cmd + 8

Make Compound Path

Merge selected objects

Shift + Ctrl / Cmd + M

Move

Move to any point

**The commands are off in the SELECT menu**

**Command group turns off SELECT**

**Corresponding**

**Function**

Ctrl / Cmd + A

All

Select all

Ctrl + Alt + A (Ctrl + Option + A)

All on Active Arboard

Select all paper pages

Ctrl / Cmd + Shift + A

Deselect

Reselect the selection

**Group of shortcut commands in the View menu**

**The command is off with View**

**Corresponding**

**Function**

Ctrl / Cmd + Y

Outline

Show border

Ctrl + Shift + Alt + Y (Cmd + Shift + Option + Y)

Overprint Preview

Display printing mode

Ctrl + Atl + Y (Cmd + Option + Y)

Pixel Preview

Display Pixel mode

Ctrl / Cmd + +

Zoom In

Enlarge

Ctrl / Cmd + -

Zoom Out

Zoom out

Ctrl / Cmd + 0

Fit Arboard in Window

Move the page to the middle of the screen

Ctrl + Alt + 0 (Cmd + Option + 0)

Fit All in Window

Switch all to the middle of the screen

Ctrl / Cmd + shift + H

Show / hide Arthoards

Turn on / off the draft page area

Ctrl / Cmd + Shift + B

Show / hide Bounding Box

Turn on / off tranfrom frame

Ctrl / Cmd + Shift + D

Show / hide transparency Grid

Turn on / off transparent grid

Ctrl + Alt + G (Cmd + Option + G)

Show / hide Gradient Annotator

Turn on / off the color adjustment bar

Ctrl / Cmd + U

Smart Guides

Displays the ray that catches the object

Ctrl / Cmd + '

Show Grid

Display Grid grid

## **Shortcuts in the Window menu**

### **Window command group**

#### **Corresponding**

#### **Function**

Shift + F7

Align

Object alignment table

Shift + F6

Appearance

Effect management table of objects

F5

Brush

Show / Hide the broom table

F6

Color

Show / Hide the palette

Shift + F3

Color Guide

Color palette guide

Ctrl / Cmd + F9

Gradient

Gradient color correction panel

Shift + F5

Graphic Styles

Assign styles to drawings

Ctrl / Cmd + F8

Info

Show / Hide Information Panel

F7

Layer

Layer management panel

Ctrl / Cmd + Shift + F9

Pathfinder

Cutting tool table

Ctrl / Cmd + F10

Stroke

Contour management panel

Shift + Ctrl / Cmd + F11

Symbols

Symbol management panel

Shift + Ctrl / Cmd + F10

Transparency

Private object management panel

**Group the tool bar shortcut keys**

**Group the tool bar shortcut keys**

**Corresponding**

## **Function**

V

Selection Tool

Selection and move tool

A

Direct Selection Tool

Tool to select anchor points, edit drawings

Q

Lasso

Tool to select objects by drawing area

Y

Magic Wand Tool

Tool to select objects by color

P

Pen Tool

A complex drawing tool

T

Type Tool

Text writing tool

/

Line Segment

Create a straight line

M

Rectangle

Draw rectangles, squares

L

Elips Tool

Draw ellipses, circles

B

Paintbrush

Draw lines according to shapes available

N

Pencil Tool

Free drawing

Shift + B

Blob brush

Draw lines in free form

Shift + E

Eraser Tool

Eraser tool

C

Cut

Cut the path

R

Rotate Tool

Rotate the selected object

O

Scale Tool

Flip the selected object

Shift + W

Width Tool

Transform selected object

E

Free Transform

Variable object size

Shift + M

Shape Builder

Cut, split selected object

Shift + P

Perspective Grid Tool

Grid simulating 3-dimensional space

U

Mesh Tool

Coloring tools in grid form

G

Gradient Tool

Tool to change gradient colors

I

Eyedropper Tool

Color extraction tool on the selected object

W

Blend Tool

Tool to edit the Blend effect of the object

Shift + S

Symbol Sprayer Tool

Tool to create symbols and instances

J

Column Graph Tool

The Column Graph tool allows creating charts

Shift + O

Artboard Tool

The Artboard tool helps edit pages

Shift + K

Slice Tool

The Slice tool helps crop selected images into slices before optimizing the graphic reconstruction for the web.

HOUR

Hand Tool

Reposition the artboard view frame

Z

Zoom Tool

Tool to enlarge and shrink photos

X

Fill

Coloring tools for objects

D

Default Fill and Stroke

Set default colors for backgrounds and borders

(, >, /)

Fill and Stroke

Color styles for backgrounds and borders

F

Change Screen mode

Full screen mode

Shift + D

Switch between drawing modes

Thus, Network Administrator has synthesized useful shortcuts for quick manipulation in Adobe Illustrator software that supports programs running on both Windows and MacOS platforms. Hope readers can learn, practice and use more fluently than this useful graphic design software.

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