

Appendix

Keyboard shortcuts

Preferences	Windows	Mac OS
General	Ctrl+K	Command+K
Units	Ctrl+,	Command+,
Hide Others	Alt+Ctrl+H	Option+Command+H
Quit Illustrator	Ctrl+Q	Command+Q

File	Windows	Mac OS
New	Ctrl+N	Command+N
New from Template	Shift+Ctrl+N	Shift+Command+N
Open	Ctrl+O	Command+O
Browse in Bridge	Alt+Ctrl+O	Option+Command+O
Close	Ctrl+W	Command+W
Save	Ctrl+S	Command+S
Save As	Shift+Ctrl+S	Shift+Command+S
Save a Copy	Alt+Ctrl+S	Option+Command+S
Revert	F12	F12
Document Setup	Alt+Ctrl+P	Option+Command+P
Print	Ctrl+P	Command+P

Edit	Windows	Mac OS
Undo	Ctrl+Z	Command+Z
Redo	Shift+Ctrl+Z	Shift+Command+Z
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Paste	Ctrl+V	Command+V
Paste in Front	Ctrl+F	Command+F
Paste in Back	Ctrl+B	Command+B
Paste on All Artboards	Alt+Shift+Ctrl+V	Option+Shift+Command+V
Check Spelling	Ctrl+I	Command+I
Color Settings	Shift+Ctrl+K	Shift+Command+K

Transform	Windows	Mac OS
Transform Again	Ctrl+D	Command+D
Move	Shift+Ctrl+M	Shift+Command+M

Arrange	Windows	Mac OS
Bring to Front	Shift+Ctrl+]]	Shift+Command+]]
Bring Forward	Ctrl+]]	Command+]]
Send Backward	Ctrl+[[Command+[[
Send to Back	Shift+Ctrl+[[Shift+Command+[[

Graphics Design

Path	Windows	Mac OS
Join	Ctrl+J	Command+J
Average	Alt+Ctrl+J	Option+Command+J

Blend	Windows	Mac OS
Make	Alt+Ctrl+B	Option+Command+B
Release	Alt+Shift+Ctrl+B	Option+Shift+Command+B

Live Paint	Windows	Mac OS
Make	Alt+Ctrl+X	Option+Command+X

Clipping Path	Windows	Mac OS
Make	Ctrl+7	Command+7
Release	Alt+Ctrl+7	Option+Command+7

Compound Path	Windows	Mac OS
Make	Ctrl+8	Command+8
Release	Alt+Shift+Ctrl+8	Option+Shift+Command+8

Lock	Windows	Mac OS
Selection	Ctrl+2	Command+2

Hide	Windows	Mac OS
Selection	Ctrl+3	Command+3

Object	Windows	Mac OS
Group	Ctrl+G	Command+G
Ungroup	Shift+Ctrl+G	Shift+Command+G
Unlock All	Alt+Ctrl+2	Option+Command+2
Show All	Alt+Ctrl+3	Option+Command+3

Type	Windows	Mac OS
Create Outlines	Shift+Ctrl+O	Shift+Command+O
Show Hidden Characters	Alt+Ctrl+I	Option+Command+I

Select	Windows	Mac OS
All	Ctrl+A	Command+A
All on Active Artboard	Alt+Ctrl+A	Option+Command+A
Deselect	Shift+Ctrl+A	Shift+Command+A
Reselect	Ctrl+6	Command+6
Next Object Above	Alt+Ctrl+]	Option+Command+]

Graphics Design

Next Object Below	Alt+Ctrl+[Option+Command+[
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Effect	Windows	Mac OS
Apply Last Effect	Shift+Ctrl+E	Shift+Command+E
Last Effect	Alt+Shift+Ctrl+E	Option+Shift+Command+E

View	Windows	Mac OS
Preview	Ctrl+Y	Command+Y
Overprint Preview	Alt+Shift+Ctrl+Y	Option+Shift+Command+Y
Pixel Preview	Alt+Ctrl+Y	Option+Command+Y
Zoom In	Ctrl+=	Command+=
Zoom Out	Ctrl+-	Command+-
Fit Artboard in Window	Ctrl+0	Command+0
Fit All in Window	Alt+Ctrl+0	Option+Command+0
Actual Size	Ctrl+1	Command+1
Hide Edges	Ctrl+H	Command+H
Hide Artboards	Shift+Ctrl+H	Shift+Command+H
Show Template	Shift+Ctrl+W	Shift+Command+W

Guides	Windows	Mac OS
Hide Guides	Ctrl+;	Command+;
Lock Guides	Alt+Ctrl+;	Option+Command+;
Make Guides	Ctrl+5	Command+5
Release Guides	Alt+Ctrl+5	Option+Command+5
Smart Guides	Ctrl+U	Command+U
Show Grid	Shift+Ctrl+I	Shift+Command+I
Snap to Point	Alt+Ctrl+'	Option+Command+'
Snap to Grid	Shift+Ctrl+'	Shift+Command+'

Window	Windows	Mac OS
Minimize Window	Ctrl+M	Command+M
Align	Shift+F7	Shift+F7
Appearance	Shift+F6	Shift+F6
Attributes	Ctrl+F11	Command+F11
Brushes	F5	F5
Color	F6	F6
Color Guide	Shift+F3	Shift+F3
Gradient	Ctrl+F9	Command+F9
Graphic Styles	Shift+F5	Shift+F5
Info	Ctrl+F8	Command+F8
Layers	F7	F7

Graphics Design

Stroke	Ctrl+F10	Command+F10
Symbols	Shift+Ctrl+F11	Shift+Command+F11
Transform	Shift+F8	Shift+F8
Transparency	Shift+Ctrl+F10	Shift+Command+F10
Character	Ctrl+T	Command+T
OpenType	Alt+Shift+Ctrl+T	Option+Shift+Command+T
Paragraph	Alt+Ctrl+T	Option+Command+T
Tabs	Shift+Ctrl+T	Shift+Command+T

Help	Windows	Mac OS
Illustrator Help	F1	F1