**Shortcuts:**

**Tools Shortcuts:**

Selection V

Direct Selection A

Lasso Tool Q

Pen P

Anchor Point Shift + C

Curvature Shit + ~

Rectangle M

Ellipse L

Line Segment \

Paintbrush B

Blob Brush Shift + B

Pencil Tool 'N

Type T

Rotate R

Scale S

Reflect O

Eraser Shift + E

Scissors C

Shape Builder Shift + M

Gradient G

Mesh U

Eyedropper I

Width Shift + W

Blend W

Artboard Shift + O

Zoom Z

Hand H

Rotate View Shift + H

**File Shortcuts:**

New Ctrl + 'N

New From Template Ctrl + Shift + 'N

Open Ctrl + O

Browse In Bridge Alt + Ctrl + O

Close Ctrl + W

Close All Alt + Ctrl + W

Save Ctrl + S

Save As Shift + Ctrl + S

Save A Copy Alt + Ctrl + S

Place Shift + Ctrl + P

Generate Vectors Alt + Shift + Ctrl + G

Document Setup Alt + Ctrl + P

File Info Alt + Shift + Ctrl + I

Print Ctrl + P

Exit Ctrl + Q

**Edit Shortcuts:**

Undo Ctrl + Z

Redo Shift + Ctrl + Z

Cut Ctrl + X

Copy Ctrl + C

Paste Ctrl + V

Paste In Front Ctrl + F

Paste In Back Ctrl + B

Paste In Place Shift + Ctrl + V

Paste On All Artboards Alt + Shift + Ctrl + V

Paste Without Formatting Alt + Ctrl + V

Colour Settings Shift + Ctrl + K

Keyboard Shortcuts Alt + Shift + Ctrl + K

**Object Shortcuts:**

Group Ctrl + G

Ungroup Shift + Ctrl + G

Unlock All Alt + Ctrl + 2

Show All Alt + Ctrl + 3

Type Shortcuts:

Create Outlines Ctrl + Shift + O

Show Hidden Characters Alt + Ctrl + I

**Select Shortcuts:**

All Ctrl + A

All On Active Artboard Alt + Ctrl + A

Deselect Shift + Ctrl + A

Reselect Ctrl + 6

Next Object Above Alt + Ctrl + ]

Next Object Below Alt + Ctrl + [

**Effect Shortcuts:**

Apply Last Effect Shift + Ctrl + E

Last Effect Alt + Shift + Ctrl + E

**View Shortcuts:**

Outline Ctrl + Y

Preview On CPU Ctrl + E

Overprint Preview Alt + Shift + Ctrl + Y

Pixel Preview Alt + Ctrl + Y

Zoom In Ctrl + +

Zoom Out Ctrl + -

Fit Artboard In Window Ctrl + 0

Fit All In Window Alt + Ctrl + 0

Hide Bounding Box Shift + Ctrl + B

Show transparency grid Shift + Ctrl + D

Actual size Ctrl + 1

Hide gradient Annotator Alt + Ctrl + G

Hide edges Ctrl + H

Smart guides Ctrl + U

Hide artboards Shift + Ctrl + H

Hide template Shift + Ctrl + W

Hide text Threads Shift + Ctrl + Y

Show grid Ctrl + “

Snap to grid Shift + Ctrl + “

Snap to point Alt + Ctrl + “

**Window Shortcuts:**

Brushes F5

Colour F6

Colour guide Shift + F3

Gradient Ctrl + F9

Graphic Style Shift + F5

Info Ctrl + F8

Layers F7

Pathfinder Shift + Ctrl + F9

Stroke Ctrl + F10

Symbols Shift + Ctrl + F11

Transform Shift + F8

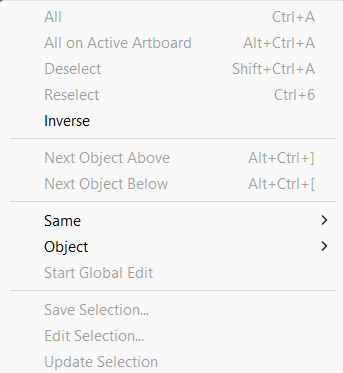
Transparency Shift + Ctrl + F10

**Help Shortcuts:**

Illustrator Help F1

**Control Pannel:**

**Select Menu:**



**All:** Select > All is used to select all elements on all artboards that are currently in the illustrator file.

**All on active artboard**: Select > All on active artboard is used to select all the elements that are on the current active artboard.

**Deselect**: Select > Deselect is used to deselect any currently selected elements in Illustrator.

**Reselect**: Select > Reselect is used to reselect a previously selected element.

**Inverse:** Select > Inverse is used to select everything that is not currently selected (The opposite of the selection).

**Next Object Above**: Select > Next object above is used to select the element above the currently selected element in the layers panel.

**Next Object Below**: Select > Next object below is used to select the element below the currently selected element in the layers panel.

**Same**: Select > Same is used to select elements with the same colour, appearance, opacity, font, etc.

**Object**: Select > Object is used to select all brush strokes, stray points, text objects, etc.

**Start global edit**: Select > Start global edit is used to change the appearance of all similar element in the Illustrator file.

**Save Selection**: Select > Save selection is used to save the currently active selection to access it again later if needed.

**Edit Selection**: Select > Edit selection is used to make changes to the current selection.

**Update Selection**: Select > Update Selection is used to rename or delete a saved selection.