

Adobe Illustrator Tools

Functions, uses and shortcuts:

1. Selection Tools:

- Direct Selection Tool:
 - Function: Selects individual anchor points or path segments.
 - Use: Click on anchor points or path segments to adjust their positions or handles for precise editing.
 - Shortcut: **Ctrl + A**
- Group Selection Tool:
 - Function: Selects groups or objects within groups.
 - Use: 1 Click to select an object within a group; 2 clicks to select the group; 3 clicks to select all objects in the group.
 - Shortcut: **NDS**
- Lasso Selection Tool:
 - Function: Selects objects or points by drawing a freehand selection area.
 - Use: Draw around the objects or points you want to select.
 - Shortcut: **Ctrl + Q**
- Selection tool:
 - Function: Selects entire objects.
 - Use: Click on an object to select it. You can move, scale and rotate the selected object.
 - Shortcut: **Ctrl + V**
- Magic Wand Tool:
 - Function: Selects objects with similar attributes.
 - Use: Click on an object to select all objects with similar fill color, stroke color, stroke weight, opacity or blending mode.
 - Shortcut: **Ctrl + Y**

2. Drawing Tools:

- Pen tool:
 - Function: Creates paths with anchor points.
 - Use: Click to create anchor points and drag to create curves. Paths are defined by these anchor points and their direction handles.
 - Shortcut: **Ctrl + P**

- Curvature tool:
 - Function: Creates and edits paths with smooth curves.
 - Use: Click to create point; the tool automatically adjusts curves. Useful for creating smoother curves without handling direction points manually.
 - Shortcut: **Shift + ~**
- Line Segment Tool:
 - Function: Draws straight lines.
 - Use: Click and drag to create a line segment. Hold Shift to constrain the angle.
 - Shortcut: ****
- Rectangle Tool:
 - Function: Draws rectangles and squares.
 - Use: Click and drag to create a rectangle; hold Shift to create a square.
 - Shortcut: **M**
- Ellipse Tool:
 - Function: Draws ellipses and circles.
 - Use: Click and drag to draw an ellipse; hold Shift to draw a circle.
 - Shortcut: **L**
- Polygon Tool:
 - Function: Draw polygons.
 - Use: Click and drag to draw a polygon. Use arrow keys to adjust the number of sides.
 - Shortcut: **NDS**
- Star Tool:
 - Function: Draws stars.
 - Use: Click and drag to draw a star; use arrow keys to adjust the number of points and inner/outer radius.
 - Shortcut: **NDS** (No Direct Shortcut)
- Paintbrush Tool:
 - Function: Draws freehand
 - Use: Click and drag to draw paths with varying brush settings and stroke styles.
 - Shortcut: **B**
- Pencil Tool:
 - Function: Draws freehand paths.
 - Use: Click and drag to create paths that follow your mouse movement, with options for smoothing and fidelity adjustments.
 - Shortcut: **N**

3. Text tools:

- Type tool:
 - Function: Creates and edits text..
 - Use: Click to create point type or click and drag to create area type.
Allows text formatting and styling.
 - Shortcut: **T**
- Area Type Tool:
 - Function: Creates text within defined areas of shapes.
 - Use: Click inside a closed path to add text that wraps within the shape.
 - Shortcut: **NDS** (No Direct Shortcut)
- Type on Path tool:
 - Function: Adds text along a path.
 - Use: Click on a path to create text that follows the curve of the path.
 - Shortcut: **NDS**
- Vertical Type tool:
 - Function: Creates and edits vertical text.
 - Use: Click to create vertical point type or click and drag to create vertical area type.
 - Shortcut: **Ctrl + Shift + L**
- Vertical Area Type tool:
 - Function: Creates vertical text within a defined area or shape.
 - Use: Click inside a closed path to add vertical text that wraps within the shape.
 - Shortcut: **NDS**
- Vertical type on a Path tool:
 - Function: Adds vertical text along a path.
 - Use: Click on a path to create vertical text that follows the curve of the path.
 - Shortcut: **NDS**
- Touch Type Tool:
 - Function: Allows you to move, scale, rotate, and overlap individual characters in a word while still keeping the word editable
 - Use: Select the tool; select a character you want to modify, click on the edges and drag to scale it.
 - Shortcut: **Shift + T**

4. Painting Tools:

- Blob Brush tool:
 - Function: Draws filled shapes that automatically merge with other shapes of the same color.
 - Use: Click and drag to paint filled shapes. Ideal for painting areas of color.
 - Shortcut: **Shift + B**
- Gradient tool:
 - Function: Allows you to create gradients across an object with different colors.
 - Use: Click on the starting point of the gradient and drag it to the end point. You can select the colors of the gradient and the anchor points of the colors can be moved.
 - Function: **G**
- Mesh tool:
 - Function: Allows you to create multi color gradients across objects with a mesh in which the different points can be different colors.
 - Use: Create a mesh over an object and adjust it to the shape you want. Then adjust the colors of the mesh.
 - Shortcut: **U**

5. Modification Tools:

- Rotate tool:
 - Function: Rotates objects around a fixed point.
 - Use: Click to set the rotation point, then drag to rotate the object.
 - Shortcut: **R**
- Reflect tool:
 - Function: Flips objects over an axis.
 - Use: Click to set the axis of reflection, then drag to reflect the object.
 - Shortcut: **O**
- Scale tool:
 - Function: Scales objectives proportionally or non-proportionally
 - Use: Click to set the reference point, then drag to scale the object.
 - Shortcut: **S**
- Shear tool:
 - Function: Skews objects along an axis.
 - Use: Click to set the axis of skew, then drag to shear the object.
 - Shortcut: **NDS**

- Reshape tool:
 - Function: Adjusts the shape of an object.
 - Use: Click and drag to reshape paths and anchor points.
 - Shortcut: **NDS**
- Free Transform tool:
 - Function: Performs multiple transformations (rotate, scale, shear, distort) on objects.
 - Use: Click and drag handles to transform the object.
 - Shortcut: **E**
- Width tool:
 - Function: Adjusts the width of a stroke along a path.
 - Use: Click and drag to modify stroke width at specific points along the path.
 - Shortcut: **Shift + W**
- Warp tool:
 - Function: Warps and distorts objects interactively.
 - Use: Click and drag to push, pull and manipulate the shape of objects.
 - Shortcut: **Shift + R**
- Twirl tool:
 - Function: twirls objects and parts of paths.
 - Use: Click and hold to twirl objects around the cursor.
 - Shortcut: **NDS**
- Pucker tool:
 - Function: Pulls objects inward towards the cursor.
 - Use: Click and hold to pucker objects around the cursor.
 - Shortcut: **NDS**
- Bloat tool:
 - Function: Pushes objects outward from the cursor.
 - Use: Click and hold to bloat objects around the cursor.
 - Shortcut: **NDS**
- Scallop tool:
 - Function: Adds scalloped edges to objects.
 - Use: Click and drag to create scalloped effects on objects.
 - Shortcut: **NDS**
- Crystallize tool:
 - Function: Adds spiked edges to objects.
 - Use: Click and drag to create crystallized effects on objects.

- Shortcut: **NDS**
- Wrinkle tool:
 - Function: Adds wrinkle effects to objects.
 - Use: Click and drag to create wrinkle effects on objects.
 - Shortcut: **NDS**

6. Other Tools:

- Artboard tool:
 - Function: Creates and manages artboards.
 - Use: Click and drag to create or resize artboards and adjust their properties.
 - Shortcut: **Shift + O**
- Slice tool:
 - Function: Divides artwork into smaller pieces for web use.
 - Use: Click and drag to create slices, which can then be exported as separate images.
 - Shortcut: **Shift + K**
- Hand tool:
 - Function: Moves the view of the canvas without changing the zoom level.
 - Use: Click and drag to pan around the workspace.
 - Shortcut: **H**
- Zoom tool:
 - Function: Zooms in or out on the canvas.
 - Use: Click to zoom in, or Alt-click to zoom out. Drag to zoom in a specific area.
 - Shortcut: **Z**
- Eyedropper tool:
 - Function: Samples and applies colors and text attributes.
 - Use: Click on an object to sample its color or text properties and apply them to another object.
 - Shortcut: **I**
- Measure tool:
 - Function: Measures distances and angles between points,
 - Use: Click and drag to measure distances and angles on the canvas.
 - Shortcut: **NDS**
- Blend tool:
 - Function: Creates smooth transitions between objects.
 - Use: Click on two or more objects to create a blend with specified steps or smooth color transitions.

- Shortcut: **W**
- Shape Builder tool:
 - Function: Combines and subtracts shapes interactively.
 - Use: Click and drag across intersecting shapes to merge or subtract parts.
 - Shortcut: **Shift + M**
- Live Paint Bucket tool:
 - Function: Fills areas of a Live Paint group with color.
 - Use: Click on areas within a Live Paint group to apply color fills.
 - Shortcut: **K**
- Live Paint Selection tool:
 - Function: Selects areas within a Live paint group.
 - Use: Click on areas within a Live Paint group to select and edit them.
 - Shortcut: **Shift + L**
- Perspective Grid tool:
 - Function: Creates a perspective grid for drawing in perspective.
 - Use: Click and drag to set up a perspective grid with vanishing points and grid planes.
 - Shortcut: **Shift + P**
- Perspective Selection tool:
 - Function: Selects and transforms objects within a perspective grid.
 - Use: Click and drag to move, scale and transform objects according to the perspective grid.
 - Shortcut: **Shift + V**
- Symbol Sprayer tool:
 - Function sprays symbol instances onto the canvas.
 - Use: Click and drag to scatter instances of a symbol across the canvas.
 - Shortcut: **Shift + S**
- Symbol Shifter tool:
 - Function: Moves individual symbol instances.
 - Use: Click and drag to shift symbol instances that have been sprayed onto the canvas.
 - Shortcut: **NDS**
- Symbol Scruncher tool:
 - Function: Alters the size and spacing of symbol instances.
 - Use: Click and drag to adjust the size and spacing of symbol instances.

- Shortcut: **NDS**
- Symbol Sizer tool:
 - Function: Resizes symbol instances.
 - Use: Click and drag to scale symbol instances.
 - Shortcut: **NDS**
- Symbol Spinner tool:
 - Function: Rotates symbol instances.
 - Use: Click and drag to rotate symbol instances.
 - Shortcut: **NDS**
- Symbol Strainer tool:
 - Function: Changes the color of symbol instances.
 - Use: Click and drag to apply color changes to symbol instances.
 - Shortcut: **NDS**
- Symbol Screener tool:
 - Function: Adjusts the transparency of symbol instances.
 - Use: Click and drag to change the opacity of symbol instances.
 - Shortcut: **NDS**
- Symbol Styler tool:
 - Function: Applies graphic styles to symbol instances.
 - Use: Click and drag to apply graphic styles to symbol instances.
 - Shortcut: **NDS**

7. Panel- Based tools: (NDS)

- Layers Panel:
 - Function: Manages the stacking order and visibility of objects.
 - Use: Organize artwork into layers and sublayers for easier management.
- Appearance Panel:
 - Function: Manages objects' appearances, including fills, strokes and effects.
 - Use: apply and adjust multiple fills, strokes and effects to objects.
- Color Panel:
 - Function: Provides color selection and management.
 - Use: Choose colors using RGB, CMYK or other color models.
- Swatches Panel:
 - Function: Stores and manages color swatches.

- Use: Save frequently used colors, gradients and patterns for easy access.
- Gradient Panel:
 - Function: Creates and edits gradients.
 - Use: Define and adjust gradient colors, direction and type (linear, radial)
- Stroke Panel:
 - Function: Adjusts stroke properties.
 - Use: Change stroke weight, caps, corners and dash patterns.
- Transparency Panel:
 - Function: Adjusts object opacity and blending modes.
 - Use: Set transparency levels and apply blending modes to create effects.
- Graphic Styles Panel:
 - Function: Stores and applies graphic styles.
 - Use: Save and apply styles that include multiple appearance attributes.
- Symbols Panel:
 - Function: Manages and applies symbols.
 - Use: Create reusable symbols for artwork elements.
- Brushes Panel:
 - Function: Stores and manages brush presets.
 - Use: Apply different brush strokes to paths and create custom brushes.
- Attributes Panel:
 - Function: Provides additional object properties.
 - Use: Set overprint, opacity mask and other attributes.
- Transform Panel:
 - Function: Adjusts object size, Rotation and Position.
 - Use: enter precise values for transformations.
- Align Panel:
 - Function: Aligns and distributes objects.
 - Use: Align objects relative to each other or to the artboard.
- Pathfinder Panel:
 - Function: Combines and intersects shapes.
 - Use: Create complex shapes by combining, intersecting or subtracting parts.
- Document Info Panel:
 - Function: Displays detailed document and object information.

- Use: View data in document size, color, font and more.
- Navigator Panel:
 - Function: Provides an overview of the canvas.
 - Use: Navigate and zoom in/out on the artwork.
- Info Panel:
 - Function Displays information about selected objects.
 - Use: View coordinates, dimensions and color information.

8. Erase tools:

- Scissors tool:
 - Function: Cuts paths at specific points.
 - Use: Click on the path where you want to make a cut. This tool is useful for dividing a path into separate segments.
 - Shortcut: **C**
- Knife tool:
 - Function: Cuts objects and paths freehand.
 - Use: Click and drag across an object to cut it into pieces. The knife tool is often used for more organic or irregular cuts.
 - Shortcut: **NDS**
- Eraser tool:
 - Function: Erase parts of an object or path.
 - Use: Click and drag to erase parts of an object or path. You can adjust the size and shape of the eraser for different effects.
 - Shortcut: **Shift + E**
- Path Eraser tool:
 - Function: Erases sections of paths.
 - Use: Click and drag across a path to erase parts of it, effectively shortening or removing segments of the path.
 - Shortcut: **NDS**
- Join tool:
 - Function: Joins two separate paths into a single path.
 - Use: Click and drag across the ends of two separate paths to join them together. This is useful for closing open paths or connecting segments.
 - Shortcut: **Ctrl + J**

Other Shortcuts

General 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**
- **Check spelling: Ctrl+I**
- **Open the Color Settings dialog box: Shift + Ctrl + K**
- **Open the Keyboard Shortcuts dialog box:Alt + Shift + Ctrl + K**
- **Open the Preferences dialog box:Ctrl + K**

Document shortcuts

- **New Document : Ctrl + N**
- **Save Document : Ctrl + S**
- **Open the File Information dialog box:Alt + Shift + Ctrl + I**
- **Open the Document Setup dialog box:Alt + Ctrl + P**
- **Browse in Adobe Bridge:Alt + Ctrl + O**
- **Close the document window:Ctrl + W**
- **Save changes made to the document:Ctrl + S**
- **Open the Save As dialog box:Shift+Ctrl+S**
- **Save a copy of the document: Alt+Ctrl+S**
- **Save the document as script files: Ctrl+f12**
- **Open the Export for screens dialog box: Alt+Ctrl+E**
- **Open the save for Web dialog Box: Alt + Shift+Ctrl+S**
- **Package the document: Alt + Shift + Ctrl + P**
- **Print: Ctrl+P**
- **Exit the application: Ctrl+Q**

Navigation Shortcuts:

- **Zoom In: Ctrl + =**
- **Zoom Out: Ctrl+ -**
- **Fit Artboard in Window: Ctrl + 0**
- **Fit all in Window: Ctrl Alt + 0**

Object Manipulation Shortcuts:

- **Group: Ctrl + G**
- **Ungroup: Ctrl + shift+ G**
- **Bring to front : Shift + Ctrl +]**
- **Send to back: Shift + Ctrl + [**
- **Bring forward: Ctrl +]**
- **Send backward: Ctrl + [**
- **Lock selection: Ctrl + 2**
- **Unlock All: Ctrl+Alt+ 2**
- **Hide selections : Ctrl + 3**
- **Show All: Ctrl + Alt + 3**

Alignment Shortcuts

- **Align Left: Shift + Ctrl + L**
- **Align Center(Horizontal): Shift+Ctrl+C**
- **Align Right: Shift+Ctrl+R**
- **Align Middle(Vertical):Shift+Ctrl+M**
- **Align Bottom:Shift+Ctrl+B**