## Handy Shortcut Keys

1. When resizing elements, hold down the Shift key to maintain proportions throughout.

2. Place a shape over an image and then select the shape and the image. Hit Command+7 to then make a mask with the shape around the image.

3. When making a shape, hit the spacebar to move it around the page.

4. If there's an item you want to duplicate, click it and hold down the Alt key while dragging it. This will create multiples of the item.

5. If you want to paste an item directly on top of itself, first copy it (Command+C) and then paste it (Command+F).