FIGMA ESSENTIALS

QUICK SHORTCUT GUIDE

BYOL.com

GETTING STARTED

WHICH TOOL DO I TO USE TO RESIZE?

Move/Selection tool (V): use this to resize shapes (hold shift to keep in proportion). Strokes, text etc. **will stay the same.**

Scale tool (K): use this to resize several items together. Everything (strokes, text etc.) will scale **and** stay in proportion.

BASIC SHORTCUTS

(Same for PC and MAC)

Quickly switch tools!

⌗ **Frame tool F**

✎ **Pen tool P**

T **Text tool T**

▢ **Rectangle tool R**

○ **Ellipse tool O**

╱ **Line tool L**

Pick a color I (PC) **ctrl C or I** (MAC)**:** grab a color without losing your flow.

Shift X: toggle stroke & fill color.

Create component alt ctrl K (PC) **opt cmd K** (MAC).

Place image shift ctrl K (PC) **shift cmd K** (MAC).

Frame selection alt ctrl G (PC) **opt cmd G** (MAC).

LOST SOMETHING?

ctrl K (PC) **cmd K** (MAC) (Actions) to search through menus, commands & plugins.

ZOOM & VIEW SHORTCUTS

(Same for PC and MAC)

Zoom to 100% shift 0
Zoom to fit shift 1
Zoom to selection shift 2

Show/Hide outlines
ctrl shift O (PC)
cmd shift O (MAC)

Open **design panel**
alt 8 (PC) **opt 8** (MAC).

Open **prototype panel**
alt 9 (PC) **opt 9** (MAC).

Open **inspect panel**
alt 0 (PC) **opt 0** (MAC).

Show/Hide UI
**ctrl ** (PC) **cmd ** (MAC).

Next frame: N (or **shift N** to go backwards).

Move to the **next page** in your layout **page down/page up** (PC) or **function down arrow/ up arrow** (MAC).

GRIDS & LAYOUT

QUICK GRID SETUP

Desktop
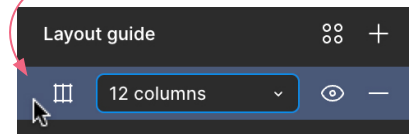**12 columns 24px gutter**

Mobile (simplify from 12)
6 columns 16px gutter

Toggle Layout Grids on & off
ctrl shift 4 (PC) **ctrl G** (MAC).

Copy Grids & Columns to another page:

1. Select them in the inspect panel of the first page.

Layout guide — 12 columns

2. Copy **ctrl C** (PC) or **cmd C** (MAC) & click on the next page then paste **ctrl V** (PC) or **cmd V** (MAC).

PRO-TIPS

To **click inside another object** (deep select) hold **ctrl** and **click** (PC) **cmd** and **click** (MAC).

Duplicate while moving: hold **alt** (PC) **opt** (MAC).

Duplicate your last action: ctrl D (PC) **cmd D** (MAC).

TRANSFORM

Flip horizontally: Shift H or V.
Bring forward or **backward ctrl]** or **[** (PC) **cmd]** or **[** (MAC).