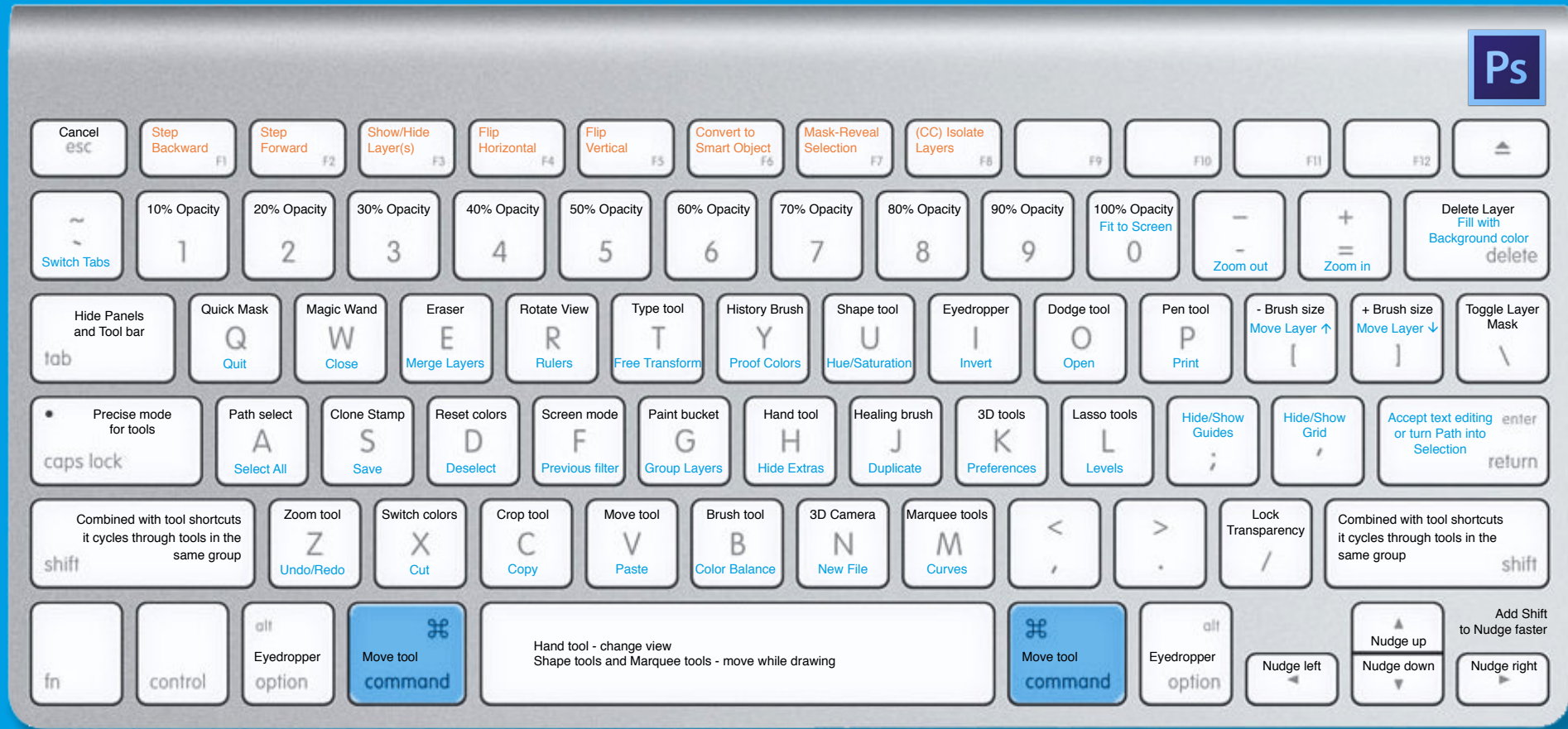# KEYBOARD SHORTCUTS Ps Ai Id

A collection of most commonly used keyboard shortcuts for designers. Learn more about them from **Yes I'm a Designer** courses!

yes I'M A DESIGNER

PHOTOSHOP SHORTCUTS

Become a design virtuoso and learn all the shortcuts!
Keyboard Shortcuts can save you tons of time.

Ps

Key	Label (black)	Label (blue/orange)
esc	Cancel	
F1	Step Backward	
F2	Step Forward	
F3	Show/Hide Layer(s)	
F4	Flip Horizontal	
F5		
F6	Flip Vertical	
F7	Convert to Smart Object	
F8	Mask-Reveal Selection	
F9	(CC) Isolate Layers	
~		Switch Tabs
1	10% Opacity	
2	20% Opacity	
3	30% Opacity	
4	40% Opacity	
5	50% Opacity	
6	60% Opacity	
7	70% Opacity	
8	80% Opacity	
9	90% Opacity	
0	100% Opacity	Fit to Screen
-		Zoom out
+ / =		Zoom in
delete	Delete Layer	Fill with Background color
tab	Hide Panels and Tool bar	
Q	Quick Mask	Quit
W	Magic Wand	Close
E	Eraser	Merge Layers
R	Rotate View	Rulers
T	Type tool	Free Transform
Y	History Brush	Proof Colors
U	Shape tool	Hue/Saturation
I	Eyedropper	Invert
O	Dodge tool	Open
P	Pen tool	Print
[	- Brush size	Move Layer ↑
]	+ Brush size	Move Layer ↓
\	Toggle Layer Mask	
caps lock	• Precise mode for tools	
A	Path select	Select All
S	Clone Stamp	Save
D	Reset colors	Deselect
F	Screen mode	Previous filter
G	Paint bucket	Group Layers
H	Hand tool	
J	Healing brush	Hide Extras
K	3D tools	Duplicate
L	Lasso tools	Preferences
;		Hide/Show Guides
'		Hide/Show Grid
return	Accept text editing or turn Path into Selection	
shift	Combined with tool shortcuts it cycles through tools in the same group	
Z	Zoom tool	Undo/Redo
X	Switch colors	Cut
C	Crop tool	Copy
V	Move tool	Paste
B	Brush tool	Color Balance
N	3D Camera	New File
M	Marquee tools	Curves
<		
>		
/	Lock Transparency	Levels
shift	Combined with tool shortcuts it cycles through tools in the same group	
option (alt)	Eyedropper	
command	Move tool	
spacebar	Hand tool - change view / Shape tools and Marquee tools - move while drawing	
command	Move tool	
option (alt)	Eyedropper	
▲	Nudge up	Add Shift to Nudge faster
◄	Nudge left	
▼	Nudge down	
►	Nudge right	

Color codes:
- ■ **Keys pressed**
- □ **Keys pressed together with Cmd/Ctrl**
- ■ **Recommended Custom Keyboard Shortcuts**
  - Edit > Keyboard Shortcuts to customize
  - Use F1, F2, etc. as standard function Keys (on Mac go to System Preferences > Keyboard)
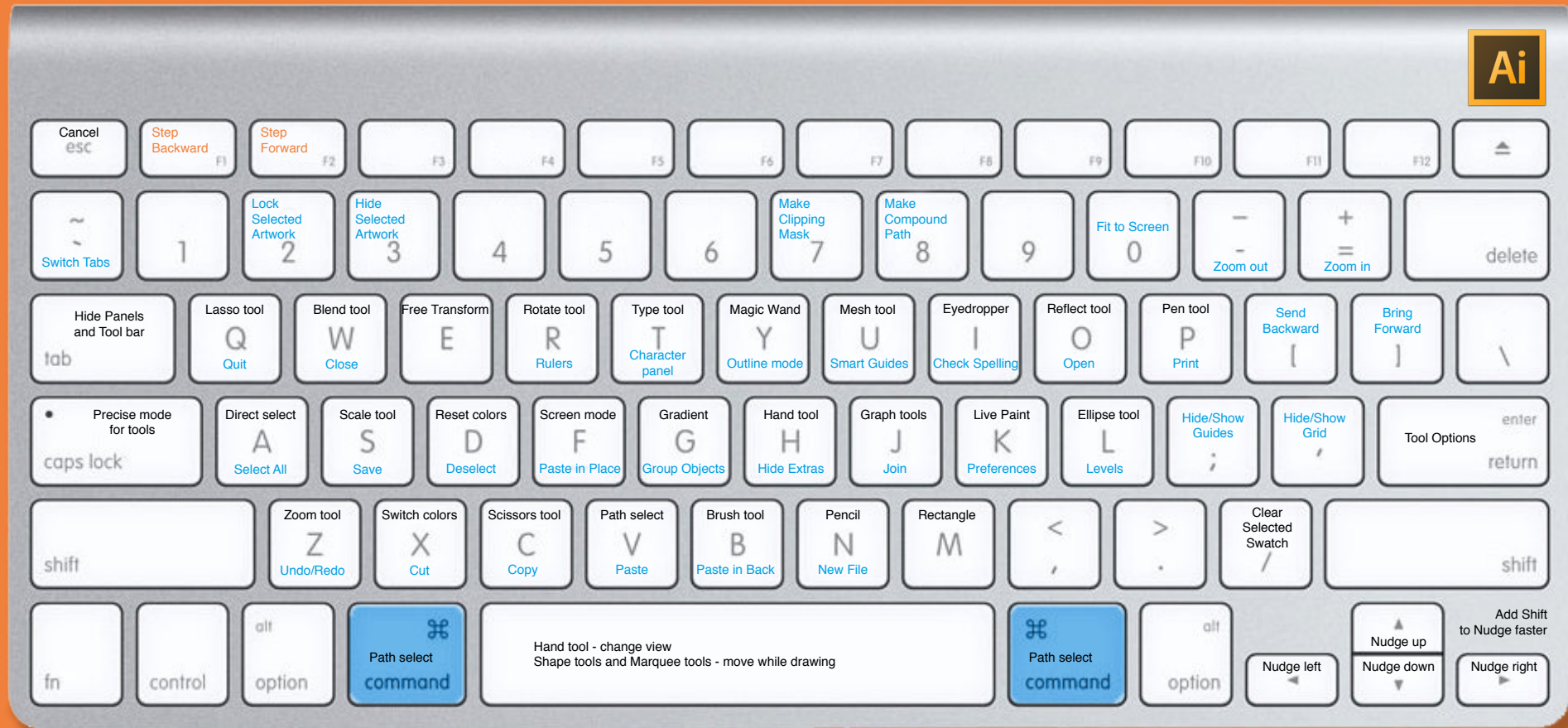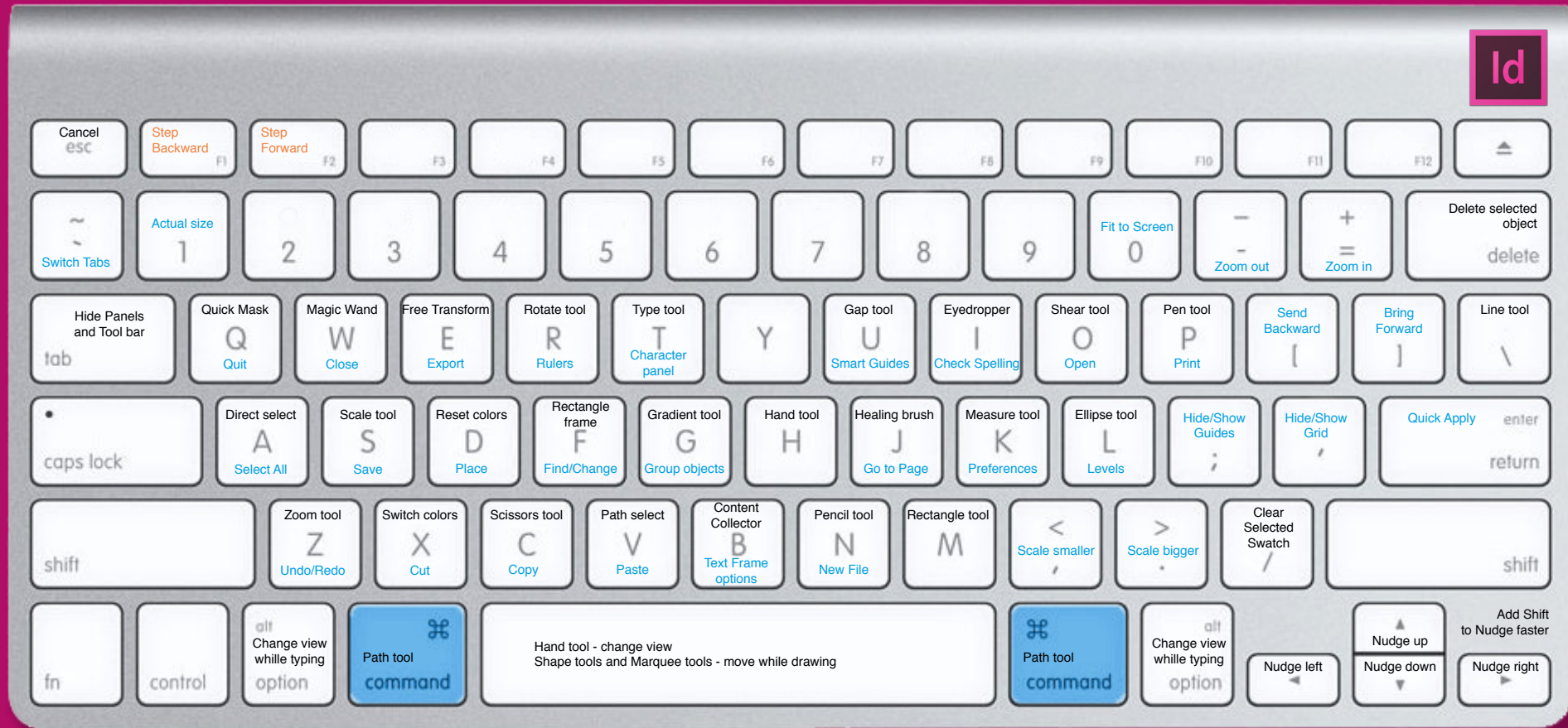
KEYBOARD SHORTCUTS Ps Ai Id

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yes
I'M A DESIGNER

ILLUSTRATOR SHORTCUTS

Ai

Key	Function
esc	Cancel
F1	Step Backward
F2	Step Forward
F3	
F4	
F5	
F6	
F7	
F8	
F9	
F10	
F11	
F12	
⏏	

Key	Function
~	Switch Tabs
1	
2	Lock Selected Artwork
3	Hide Selected Artwork
4	
5	
6	
7	Make Clipping Mask
8	Make Compound Path
9	
0	Fit to Screen
−	Zoom out
+	Zoom in
delete	

Key	Function
tab	Hide Panels and Tool bar
Q	Lasso tool / Quit
W	Blend tool / Close
E	Free Transform
R	Rotate tool / Rulers
T	Type tool / Character panel
Y	Magic Wand / Outline mode
U	Mesh tool / Smart Guides
I	Eyedropper / Check Spelling
O	Reflect tool / Open
P	Pen tool / Print
[	Send Backward
]	Bring Forward
\	

Key	Function
caps lock	• Precise mode for tools
A	Direct select / Select All
S	Scale tool / Save
D	Reset colors / Deselect
F	Screen mode / Paste in Place
G	Gradient / Group Objects
H	Hand tool / Hide Extras
J	Graph tools / Join
K	Live Paint / Preferences
L	Ellipse tool / Levels
;	Hide/Show Guides
'	Hide/Show Grid
enter / return	Tool Options

Key	Function
shift	
Z	Zoom tool / Undo/Redo
X	Switch colors / Cut
C	Scissors tool / Copy
V	Path select / Paste
B	Brush tool / Paste in Back
N	Pencil / New File
M	Rectangle
<	
>	
/	Clear Selected Swatch
shift	

Key	Function
fn	
control	
alt / option	
command	Path select
(spacebar)	Hand tool - change view / Shape tools and Marquee tools - move while drawing
command	Path select
alt / option	
▲	Nudge up
◄	Nudge left
▼	Nudge down
►	Nudge right
	Add Shift to Nudge faster

Color codes:
- ■ (black) **Keys pressed**
- ■ (blue) **Keys pressed together with Cmd/Ctrl**
- □ **Recommended Custom Keyboard Shortcuts**
  - Edit > Keyboard Shortcuts to customize
  - Use F1, F2, etc. as standard function Keys (on Mac go to System Preferences > Keyboard)

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yes
I'M A DESIGNER

INDESIGN
SHORTCUTS

Id

Key	Function
esc	Cancel
F1	Step Backward
F2	Step Forward
⏏	

~	Switch Tabs
1	Actual size
2	
3	
4	
5	
6	
7	
8	
9	
0	Fit to Screen
−	Zoom out
+ =	Zoom in
delete	Delete selected object

tab	Hide Panels and Tool bar
Q	Quick Mask / Quit
W	Magic Wand / Close
E	Free Transform / Export
R	Rotate tool / Rulers
T	Type tool / Character panel
Y	
U	Gap tool / Smart Guides
I	Eyedropper / Check Spelling
O	Shear tool / Open
P	Pen tool / Print
[	Send Backward
]	Bring Forward
\	Line tool

caps lock	•
A	Direct select / Select All
S	Scale tool / Save
D	Reset colors / Place
F	Rectangle frame / Find/Change
G	Gradient tool / Group objects
H	Hand tool
J	Healing brush / Go to Page
K	Measure tool / Preferences
L	Ellipse tool / Levels
;	Hide/Show Guides
'	Hide/Show Grid
enter return	Quick Apply

shift	
Z	Zoom tool / Undo/Redo
X	Switch colors / Cut
C	Scissors tool / Copy
V	Path select / Paste
B	Content Collector / Text Frame options
N	Pencil tool / New File
M	Rectangle tool
<	Scale smaller
>	Scale bigger
/	Clear Selected Swatch
shift	

fn	
control	
option	Change view whille typing
command	Path tool
space	Hand tool - change view / Shape tools and Marquee tools - move while drawing
command	Path tool
option	Change view whille typing
◄	Nudge left
▲	Nudge up
▼	Nudge down
►	Nudge right / Add Shift to Nudge faster

Color codes:

■ **Keys pressed**

■ **Keys pressed together with Cmd/Ctrl**

■ **Recommended Custom Keyboard Shortcuts**
- Edit > Keyboard Shortcuts to customize
- Use F1, F2, etc. as standard function Keys (on Mac go to System Preferences > Keyboard)

KEYBOARD SHORTCUTS [Ps] [Ai] [Id]

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MORE PHOTOSHOP SHORTCUTS

SELECTIONS

Select All - Cmd/Ctrl+A

Deselect - Cmd/Ctrl+D

Invert Selection - Cmd/Ctrl+Shift+I

Reselect - Cmd/Ctrl+Shift+D

Modify Selections
- Shift+click to Add
- Option/Alt+click to Subtract
- Option/Alt+Shift+click to Intersect
- Shift+F6 to Feather
- Cmd/Ctrl+Option/Alt+R to Refine Edge

BLEND MODES

Change selected layer(s) blend mode:
- Option/Alt+Shift+
N - Normal
I - Dissolve
K - Darken
M - Multiply
B - Color Burn
A - Linear Burn
G - Lighten
S - Screen
D - Color Dodge
W - Linear Dodge

O - Overlay
F - Soft Light
H - Hard Light
V - Vivid Light
J - Linear Light
Z - Pin Light
L - Hard Mix
E - Difference
X - Exclusion
U - Hue
T - Saturation
C - Color
Y - Luminosity

LAYERS

Selection based on Layer's content
- Cmd/Ctrl+click on layer's thumbnail

Select All Layers - Cmd/Ctrl+Option/Alt+A

Clipping Mask
- Option/Alt+click between two layers

Group Layers - Cmd/Ctrl+G

Ungroup Layers - Cmd/Ctrl+Shift+G

Open/Close All Top-most Layer Groups
- Cmd/Ctrl+click on a disclosure triangle

Open/Close a Top-most Layer Group including items in Nested Groups
- Alt/Option+click on the disclosure triangle to see all the content including items in Nested Groups
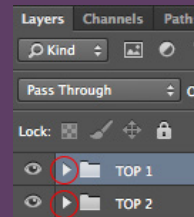
Open/Close All Top-most Layer Groups including items in Nested Groups
- Cmd/Ctrl+Option/Alt+click on a disclosure triangle to see all the content in the layer stack including items in all Nested Groups

Move Layer up/down in layer stack
- Cmd/Ctrl+[/]
Send Layer to front/back in layer stack
- Cmd/Ctrl+Shift+[/]
Select next layer - Option/Alt+[/]

Show only selected layer
- Option/Alt+click on layer's eye icon

Create a New Layer
- Cmd/Ctrl+Shift+N

Merge All Layers onto a New Layer
- Cmd/Ctrl+Option/Alt+Shift+E

Change Opacity
for selected layer(s)
- 0-9 (tool selected has to be something without Opacity controls)

Change Fill Opacity
for selected layer(s)
- Shift+0-9 (tool selected has to be something without Fill controls)

DRAWING

Increase/Decrease Brush size
- Cmd/Ctrl+Option/Alt+click and drag right/left

Increase/Decrease Brush hardness
- Cmd/Ctrl+Option/Alt+click and drag up/down

Cycle through brush tips - </>

Drawing Squares and Perfect Circles
- Hold down Shift while drawing with the Shape tools or Marquee tools

Start drawing from the center
- Hold down Option/Alt while drawing with the Shape tools or Marquee tools

Drawing straight vertical/horizontal lines
- Hold down Shift while drawing

HUD color picker (Heads Up Display)
- Cmd/Ctrl+Option/Alt+Shift/Control+click and hold with the Brush tool

Eyedropper
- Hold down Option/Alt while drawing with the Brush tool

Fill with Foreground color
- Option/Alt+Backspace

Fill with Background color
- Cmd/Ctrl+Backspace

Fill dialog box
- Shift+Backspace

Change Opacity of drawing tool - 0-9

Change Flow of drawing tool
- Shift+0-9

Temporarily select tools
- Hold down the tool's keyboard shortcut while using it and when you let it go Photoshop will automatically switch back to the previously used tool

VIEW OPTIONS

Enter Mask view
- Option/Alt+click on Layer mask

Bird's Eye view
- Press and hold H

Scrubby zoom
- Press and hold Z and click and drag left and right

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TYPOGRAPHY SHORTCUTS

Change increments in InDesign Preferences / Units & Increments / Keyboard Increments

Jump words Cmd/Ctrl+Left/Right arrow

Jump paragraphs Cmd/Ctrl+Up/Down arrow

Select characters while moving cursor Shift+Left/Right arrow

Select words while moving cursor Cmd/Ctrl+Shift+Left/Right arrow

Select lines while moving cursor Shift+Up/Down arrow

Select paragraphs while moving cursor Cmd/Ctrl+Shift+Up/Down arrow

Select by clicking 2 clicks - word, 3 clicks - line, 4 clicks - paragraph

Select/Deselect all Cmd/Ctrl+A, Cmd/Ctrl+Shift+A

Change font in InDesign with Cmd/Ctrl+6

Styles Cmd/Ctrl+Shift+(i for Italic, b for Bold, u for Underlined)

Size Cmd/Ctrl+Shift+ </> and include Opt/Alt for faster change

Alignment Cmd/Ctrl+L for Left, R for Right, C for Center and J for Justify

All Caps Cmd/Ctrl+Shift+K

Assign Paragraph or Character styles in InDesign Option/Alt+Numeric keys

Kerning/Tracking Option/Alt+Left/Right arrow

Leading Option/Alt+Up/Down arrow

Baseline Shift Option/Alt+Shift+Up/Down arrow

Show Special Characters in InDesign Cmd/Ctrl+Option/Alt+I

Adjust Text frame to text in InDesign Double click on frame control points

Change view while editing text Option/Alt

Drag and drop text editing Preferences / Type / Enable Layout view

Start typing on new layer in Photoshop Shift+click in the document window with Type tool

Specify size of text frame in Photoshop Option/Alt+click in the document window with Type tool