

Common Illustrator Keyboard Shortcuts (PC)

<u>Task</u>	<u>Shortcut</u>	<u>Other Method</u>
Toggle Panel Visibility	Tab	
Create a New File	Ctrl+N	File>New
Open a File	Ctrl+O	File>Open
Save a File	Ctrl+S	File>Save
Save As	Ctrl+Shift+S	File>Save As
Undo	Ctrl+Z	Edit>Undo
Copy	Ctrl+C	Edit>Copy
Paste	Ctrl+V	Edit>Paste
Select All	Ctrl+A	Select>All
Place	Ctrl+Shift+P	File>Place
Zoom In	Ctrl +	View>Zoom In
Zoom Out	Ctrl -	View>Zoom Out
Actual Size	Ctrl+1	View>100%
Fit Artboard in Window	Ctrl+0	View>Fit on Screen
Default Stroke and Fill	D	Click Color Picker on Tools Panel
Toggle Between Fill and Stroke	X	Click Fill or Stroke on Tools Panel
Duplicate	Alt+Click-and-Drag	Object>Transform>Transform Each (Has more options than duplicating)
Transform Again	Ctrl+D	Object>Transform>Transform Again
Outline Mode	Ctrl+Y	View>Outline
Bring Forward	Cmd+]	Object>Arrange>Bring Forward
Send Backward	Cmd+[Object>Arrange>Send Backward

Common Illustrator Keyboard Shortcuts (MAC)

<u>Task</u>	<u>Shortcut</u>	<u>Other Method</u>
Toggle Panel Visibility	Tab	
Create a New File	Cmd+N	File>New
Open a File	Cmd+O	File>Open
Save a File	Cmd+S	File>Save
Save As	Cmd+Shift+S	File>Save As
Undo	Cmd+Z	Edit>Undo
Copy	Cmd+C	Edit>Copy
Paste	Cmd+V	Edit>Paste
Select All	Cmd+A	Select>All
Place	Cmd+Shift+P	File>Place
Zoom In	Cmd +	View>Zoom In
Zoom Out	Cmd -	View>Zoom Out
Actual Size	Cmd+1	View>100%
Fit Artboard in Window	Cmd+0	View>Fit on Screen
Default Stroke and Fill	D	Click Color Picker on Tools Panel
Toggle Between Fill and Stroke	X	Click Fill or Stroke on Tools Panel
Duplicate	Option+Click-and-Drag	Object>Transform>Transform Each (Has more options than duplicating)
Transform Again	Cmd+D	Object>Transform>Transform Again
Outline Mode	Cmd+Y	View>Outline
Bring Forward	Cmd+]	Object>Arrange>Bring Forward
Send Backward	Cmd+[Object>Arrange>Send Backward