

ADOBE ILLUSTRATOR SHORTCUTKEYS

Shortcuts

Undo
Redo
Cut
Copy
Paste
Paste in front
Paste at back
Paste in place
Paste on all artboards
Check spelling
Open the Color Settings dialog box
Open the Keyboard Shortcuts dialog box
Open the Preferences dialog box

Windows

Ctrl + Z
Shift + Ctrl + Z
Ctrl + X
Ctrl + C
Ctrl + V
Ctrl + F
Ctrl + B
Shift + Ctrl + V
Alt + Shift + Ctrl + V
Ctrl + I
Shift + Ctrl + K
Alt + Shift + Ctrl + K
Ctrl + K

MacOS

Command + Z
Shift + Command + Z
Command + X
Command + C
Command + V
Command + F
Command + B
Shift + Command + V
Option + Shift + Command + V
Command + I
Shift + Command + K
Option + Shift + Command + K
Command + K

Work with documents**Shortcuts**

Create a document
Create a document from a template
Create a document without opening the New Document dialog box
Open a document
Place a file in the document
Open the File Information dialog box
Open the Document Setup dialog box
Browse in Adobe Bridge
Close the document window
Save changes made to the document
Open the Save As dialog box
Save a copy of the document
Save the document as script files
Open the Export for screens dialog box
Open the Save For Web dialog box
Package the document
Print
Exit the application

Windows

Ctrl + N
Shift + Ctrl + N
Alt + Ctrl + N
Ctrl + O
Shift + Ctrl + P
Alt + Shift + Ctrl + I
Alt + Ctrl + P
Alt + Ctrl + O
Ctrl + W
Ctrl + S
Shift + Ctrl + S
Alt + Ctrl + S
Ctrl + F12
Alt + Ctrl + E
Alt + Shift + Ctrl + S
Alt + Shift + Ctrl + P
Ctrl + P
Ctrl + Q

macOS

Command + N
Shift + Command + N
Option + Command + N
Command + O
Shift + Command + P
Option + Shift + Command + I
Option + Command + P
Option + Command + O
Command + W
Command + S
Shift + Command + S
Option + Command + S
Command + F12
Option + Command + E
Option + Shift + Command + S
Option + Shift + Command + P
Command + P
Command + Q

Select tools**Shortcuts**

Artboard tool

Windows

Shift + O

MacOS

Shift + O

Selection tool	V	V
Direct Selection tool	A	A
Magic Wand tool	Y	Y
Lasso tool	Q	Q
Pen tool	P	P
Curvature tool	Shift + ~	Shift + ~
Blob Brush tool	Shift + B	Shift + B
Add Anchor Point tool	+ (plus)	+ (plus)
Delete Anchor Point tool	- (minus)	- (minus)
Switch to Anchor Point tool	Shift + C	Shift + C
Type tool	T	T
Touch Type tool	Shift + T	Shift + T
Line Segment tool	\ (backslash)	\ (backslash)
Rectangle tool	M	M
Ellipse tool	L	L
Paintbrush tool	B	B
Pencil tool	N	N
Shaper tool	Shift + N	Shift + N
Rotate tool	R	R
Reflect tool	O	O
Scale tool	S	S
Warp tool	Shift + R	Shift + R
Width Tool	Shift+W	Shift+W
Free Transform tool	E	E
Shape Builder Tool	Shift+M	Shift+M
Perspective Grid Tool	Shift+P	Shift+P
Perspective Selection Tool	Shift+V	Shift+V
Symbol Sprayer tool	Shift + S	Shift + S
Column Graph tool	J	J
Mesh tool	U	U
Gradient tool	G	G
Eyedropper tool	I	I
Blend tool	W	W
Live Paint Bucket tool	K	K
Live Paint Selection tool	Shift + L	Shift + L
Slice tool	Shift + K	Shift + K
Eraser tool	Shift + E	Shift + E
Scissors tool	C	C
Hand tool	H	H
Zoom tool	Z	Z
Switch to Smooth tool while using Blob Brush tool	Press Alt	Press Option

View artwork

Shortcuts

Windows

MacOS

Toggle between screen modes: Normal Screen Mode, Full Screen Mode with Menu Bar, Full Screen Mode	F	F
Fit imageable area in window	Double-click Hand tool	Double-click Hand tool
Magnify 100%	Double-click Zoom tool or press Ctrl + 1	Double-click Zoom tool or press Command + 1
Switch to Hand tool (when not in text-edit mode)	Spacebar	Spacebar
Switch to Zoom tool in magnify mode	Ctrl + Spacebar	Spacebar + Command
Switch to Zoom tool in reduce mode	Ctrl + Alt + Spacebar	Spacebar + Command + Option
Move Zoom marquee while dragging with the Zoom tool	Spacebar	Spacebar
Hide bounding box	Shift + Ctrl + B	Shift + Command + B
Hide unselected artwork	Ctrl + Alt + Shift + 3	Command + Option + Shift + 3
Convert between horizontal and vertical guide	Alt-drag guide	Option-drag guide
Release guide	Ctrl + Shift-double-click guide	Command + Shift-double-click guide
Show document template	Ctrl + H	Command + H
Show/Hide artboards	Ctrl + Shift + H	Command + Shift + H
Show/Hide artboard rulers	Ctrl + R	Command + Option + R
Show transparency grid	Shift + Ctrl + D	Shift + Command + D
View all artboards in window	Ctrl + Alt + 0 (zero)	Command + Option + 0 (zero)
Paste in place on the active artboard	Ctrl + Shift+V	Command + Shift + V
Exit Artboard tool mode	Esc	Esc
Create artboard inside another artboard	Shift-drag	Shift-drag
Select multiple artboards in the Artboards panel	Ctrl + click	Command + click
Navigate to next document	Ctrl + F6	Command + F6
Navigate to previous document	Ctrl + Shift + F6	Command + Shift + F6
Navigate to next document group	Ctrl + Alt + F6	Command + Option + F6
Navigate to previous document group	Ctrl + Alt + Shift + F6	Command + Option + Shift + F6
Toggle between Outline and GPU Preview of the document	Ctrl + Y	Command + Y
Toggle between GPU and CPU Preview of the document	Ctrl + E	Command + E
View the document in Overprint Preview mode	Alt + Shift + Ctrl + Y	Option + Shift + Command + Y
View the document in Pixel Preview mode	Alt + Ctrl + Y	Option + Command + Y
Exit Full Screen mode	Esc	Esc
Zoom in	Ctrl + =	Command + =
Zoom out	Ctrl + -	Command + -
Hide guides	Ctrl + ;	Command + ;
Lock guides	Alt + Ctrl + ;	Option + Command + ;
Make guides	Ctrl + 5	Command + 5
Release guides	Alt + Ctrl + 5	Option + Ctrl + 5
Show/ hide smart guides	Ctrl + U	Command + U
Show/ hide perspective grid	Ctrl + Shift + I	Command + Shift + I
Show grid	Ctrl + '	Command + '
Snap to grid	Shift + Ctrl + '	Shift + Command + '
Snap to point	Alt + Ctrl + '	Option + Command + '

Work with selections**Shortcuts**

Switch to last-used selection tool (Selection tool, Direct Selection tool, or Group Selection tool)

Switch between Direct Selection tool and Group Selection tool

Add to a selection with Selection tool, Direct Selection tool, Group Selection tool, Live Paint Selection tool, or Magic Wand tool

Subtract a selection with Selection tool, Direct Selection tool, Group Selection tool, or Live Paint Selection tool

Subtract from selection with Magic Wand tool

Add to selection with Lasso tool

Subtract from selection with Lasso tool

Change pointer to cross hair for Lasso tool

Select artwork in active artboard

Create crop marks around selected object

Select all

Deselect

Reselect

Select the object above the current selection

Select the object below the current selection

Select behind an object

Select behind in isolation mode

Group the selected artwork

Ungroup the selected artwork

Lock a selection

Unlock a selection

Hide a selection

Show all selections

Move selection in user-defined increments

Move selection in 10x user-defined increments

Lock all deselected artwork

Constrain movement to 45° angle (except when using Reflect tool)

Bring a selection forward

Move a selection to the front

Send a selection backward

Move a selection to the back

Select only the objects that are completely inside the marquee

Note

Windows

Ctrl + `

Alt

Shift-click

Shift-click

Alt-click

Shift-drag

Alt-drag

Caps Lock

Ctrl + Alt + A

Alt + C + O

Ctrl + A

Shift + Ctrl + A

Ctrl + 6

Alt + Ctrl +]

Alt + Ctrl + [

Press Ctrl+click twice

Ctrl+click twice

Ctrl + G

Shift + Ctrl + G

Ctrl + 2

Alt + Ctrl + 2

Ctrl + 3

Alt + Ctrl + 3

Right Arrow, Left Arrow, Up Arrow, or Down Arrow

Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow

Ctrl + Alt + Shift + 2

Hold down Shift

Ctrl +]

Shift + Ctrl +]

Ctrl + [

Shift + Ctrl + [

Press E while dragging the marquee

MacOS

Command + `

Option

Shift-click

Shift-click

Option-click

Shift-drag

Option-drag

Caps Lock

Command + Option + A

Command + A

Shift + Command + A

Command + 6

Option + Command +]

Option + Command + [

Press Command+click twice

Command+click twice

Command + G

Shift + Command + G

Command + 2

Option + Command + 2

Command + 3

Option + Command + 3

Right Arrow, Left Arrow, Up Arrow, or Down Arrow

Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow

Command + Option + Shift + 2

Hold down Shift

Command +]

Shift + Command +]

Command + [

Shift + Command + [

Press E while dragging the marquee

Set keyboard increments in General Preferences (Ctrl/ Cmd + K).

Draw**Shortcuts**

Constrain a shape's proportions or orientation to:

- equal height and width for rectangles, rounded rectangles, ellipses, and grids
- Increments of 45° for line and arc segments
- Original orientation for polygons, stars, and flares

Windows

Shift-drag

MacOS

Shift-drag

Move a shape while drawing it

spacebar-drag

spacebar-drag

Draw from the center of a shape (except for polygons, stars, and flares)

Alt-drag

Option-drag

Increase or decrease polygon sides, star points, arc angle, spiral winds, or flare rays

Start dragging, then press the Up Arrow or Down Arrow

Start dragging, then press the Up Arrow or Down Arrow

Keep the inner radius of a star constant

Start dragging, then hold down Ctrl

Start dragging, then hold down Command

Keep the sides of a star straight

Alt-drag

Option-drag

Switch between an open and closed arc

Start dragging, then hold down C

Start dragging, then hold down C

Flip an arc, keeping the reference point constant

Start dragging, then hold down F

Start dragging, then hold down SF

Add or subtract winds from a spiral while increasing the length of the spiral

Start dragging, then Alt-drag

Start dragging then Option-drag

Change the decay rate of a spiral

Start dragging then Ctrl-drag

Start dragging then Command-drag

Add or remove horizontal lines from a rectangular grid or concentric lines from a polar grid

Start dragging, then press the Up Arrow or Down Arrow

Start dragging, then press the Up Arrow or Down Arrow

Add or remove vertical lines from a rectangular grid or radial lines from a polar grid

Start dragging, then press the Right Arrow or Left Arrow

Start dragging, then press the Right Arrow or Left Arrow

Decrease the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%

Start dragging, then press F

Start dragging, then press F

Increase the skew value for horizontal dividers in a rectangular grid or radial dividers in a polar grid by 10%

Start dragging, then press V

Start dragging, then press V

Decrease the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%

Start dragging, then press X

Start dragging, then press X

Increase the skew value for vertical dividers in a rectangular grid or concentric dividers in a polar grid by 10%

Start dragging, then press C

Start dragging, then press C

Increase size of Blob Brush

] (right square bracket)

] (right square bracket)

Decrease size of Blob Brush

[(left square bracket)

[(left square bracket)

Constrain Blob Brush path horizontally or vertically

Shift

Shift

Switch through drawing modes

Shift + D

Shift + D

Join two or more paths	Select the paths, then press Ctrl + J	Select the paths, then press Command + J
Average two or more paths	Select the paths, then press Alt + Ctrl + J	Select the paths, then press Option + Command + J
Create corner or smooth join	Select the paths, then press Shift + Ctrl + Alt + J	Select the anchor point, then press Shift + Command + Option + J
Create a compound path	Ctrl + 8	Command + 8
Release a compound path	Alt + Shift + Ctrl + 8	Option + Shift + Command + 8
Edit a pattern	Shift + Ctrl + F8	Shift + Command + F8
Perspective Grid Tool	Shift + P	Shift + P
Perspective Selection Tool	Shift + V	Shift + V
Perspective Grid	Ctrl + Shift + I	Command + Shift + I
Moving objects perpendicularly	Press the number 5 key, then click and drag the object	Press the number 5 key, then click and drag the object
Switching perspective planes	Use the Perspective Selection tool and then press 1 for left grid, 2 for horizontal grid, 3 for right grid, or 4 for no active grid	Use the Perspective Selection tool and then press 1 for left grid, 2 for horizontal grid, 3 for right grid, or 4 for no active grid
Copying objects in perspective	Ctrl + Alt + drag	Command + Alt + drag
Repeat transforming objects in perspective	Ctrl + D	Command + D
Switching between drawing modes	Shift + D	Shift + D

Edit shapes

Shortcuts

Windows

MacOS

Switch Pen tool to Convert Anchor Point tool	Alt	Option
Switch between Add Anchor Point tool and Delete Anchor Point tool	Alt	Option
Switch Scissors tool to Add Anchor Point tool	Alt	Option
Switch Pencil tool to Smooth tool	Alt (Enable Alt key toggles to Smooth Tool from Pencil Tool Options)	Option (Enable Option key toggles to Smooth Tool from Pencil Tool Options)
Move current anchor point while drawing with Pen tool	Spacebar-drag	Spacebar-drag
Cut a straight line with Knife tool	Alt-drag	Option-drag
Cut at 45° or 90° with Knife tool	Shift + Alt-drag	Shift + Option-drag
Use shape mode buttons in Pathfinder panel to create compound paths	Alt + Shape mode	Option + Shape mode
Erase unwanted closed regions created using Shape Builder tool	Alt + click the closed region	Option + click the closed region
Select the Shape Builder tool	Shift + M	Shift + M
Display rectangular marquee to easily merge multiple paths (when using Shape Builder tool)	Shift + click + drag	Shift + click + drag
Increase the intensity of symbols (when using Symbolism tool)	Shift + }	Shift + }
Decrease the intensity of symbols (when using Symbolism tool)	Shift + {	Shift + {

Blend objects	Alt + Ctrl + B	Option + Command + B
Finish adding objects to the blend	Alt + Shift + Ctrl + B	Option + Shift + Command + B
Distort objects using a warp-shaped envelope	Alt + Ctrl + Shift + W	Option + Command + Shift + W
Distort objects using a mesh as the shape of the envelope	Alt + Ctrl + M	Option + Command + M
Distort objects using another object as the shape of the envelope	Alt + Ctrl + C	Option + Command + C
Result	Windows	MacOS
Toggle between fill and stroke	X	X
Set fill and stroke to default	D	D
Swap fill and stroke	Shift + X	Shift + X
Select gradient fill mode	>	>
Hide gradient annotator (when using the Gradient tool)	Alt + Ctrl + G	Option + Command + G
Select color fill mode	<	<
Select no stroke/fill mode	/ (forward slash)	/ (forward slash)
Sample color from an image or intermediate color from gradient	Shift + Eyedropper tool	Shift + Eyedropper tool
Sample style and append appearance of currently selected item	Alt + Shift-click + Eyedropper tool	Option + Shift-click + Eyedropper tool
Add new fill	Ctrl + / (forward slash)	Command + / (forward slash)
Add new stroke	Ctrl + Alt + / (forward slash)	Command + Option + / (forward slash)
Reset gradient to black and white	Ctrl-click gradient button in Tools panel or Gradient panel	Command-click gradient button in Tools panel or Gradient panel
Make Live Paint (when using the Paint Bucket tool)	Alt + Ctrl + X	Option + Command + X
Decrease Bristle brush size	[	[
Increase Bristle brush size	]	]

Work with Live Paint groups

Shortcuts

Switch to Eyedropper tool and sample fill and/or stroke
Switch to Eyedropper tool and sample color from an image or intermediate color from a gradient
Select opposite Live Paint Bucket tool options (if Paint Fills and Paint Strokes are currently selected, switch to Paint Fills only)
Fill across unstroked edges into adjacent faces
Fill all faces that have same fill and stroke all edges that have same stroke
Switch to Eyedropper tool and sample fill and/or stroke
Switch to Eyedropper tool and sample color from an image or intermediate color from a gradient

Windows

Alt-click + Live Paint Bucket tool
Alt + Shift-click + Live Paint Bucket tool
Shift + Live Paint Bucket tool
Double-click + Live Paint Bucket tool
Triple-click + Live Paint Bucket tool
Alt-click + Live Paint Selection tool
Alt + Shift-click + Live Paint Selection tool

macOS

Option-click + Live Paint Bucket tool
Option + Shift-click + Live Paint Bucket tool
Shift + Live Paint Bucket tool
Double-click + Live Paint Bucket tool
Triple-click + Live Paint Bucket tool
Option-click + Live Paint Selection tool
Option + Shift-click + Live Paint Selection tool

Add to/subtract from a selection	Shift-click + Live Paint Selection tool	Shift-click + Live Paint Selection tool
Select all connected faces /edges with same fill/stroke	Double-click + Live Paint Selection tool	Double-click + Live Paint Selection tool
Select all faces/edges with same fill/stroke	Triple-click + Live Paint Selection tool	Triple-click + Live Paint Selection tool

Work with objects

Shortcuts

Set origin point and open dialog box when using Rotate tool, Scale tool, Reflect tool, or Shear tool

Duplicate and transform selection when using Selection tool, Scale tool, Reflect tool, or Shear tool

Transform pattern (independent of object) when using Selection tool, Scale tool, Reflect tool, or Shear tool

Reapply a transformation to an object

Apply last pathfinder effect to the selected object

Move an object

Open the Transform Each dialog box

Make a clipping mask

Release a clipping mask

Toggle between fill and stroke

Set fill and stroke to default

Swap fill and stroke

Select gradient fill mode

Hide gradient annotator (when using the Gradient tool)

Select color fill mode

Select no stroke/fill mode

Sample color from an image or intermediate color from gradient

Sample style and append appearance of currently selected item

Add new fill

Add new stroke

Reset gradient to black and white

Make Live Paint (when using the Paint Bucket tool)

Decrease Bristle brush size

Increase Bristle brush size

Windows

Alt-click

Alt-drag

Backquote (`)-drag

Ctrl + D

Ctrl + 4

Shift + Ctrl + M

Alt + Shift + Ctrl + D

Ctrl + 7

Alt + Ctrl + 7

X

D

Shift + X

>

Alt + Ctrl + G

<

/ (forward slash)

Shift + Eyedropper tool

Alt + Shift-click + Eyedropper tool

Ctrl + / (forward slash)

Ctrl + Alt + / (forward slash)

Ctrl-click gradient button in Tools panel or Gradient panel

Alt + Ctrl + X

[

]

macOS

Option-click

Option-drag

Backquote (`)-drag

Command + D

Command + 4

Shift + Command + M

Option + Shift + Command + D

Command + 7

Option + Command + 7

X

D

Shift + X

>

Option + Command + G

<

/ (forward slash)

Shift + Eyedropper tool

Option + Shift-click + Eyedropper tool

Command + / (forward slash)

Command + Option + / (forward slash)

Command-click gradient button in Tools panel or Gradient panel

Option + Command + X

[

]

Create variable width points

Shortcuts	Windows	macOS
Select multiple width points	Shift+click	Shift+click
Create non-uniform widths	Alt+drag	Option+drag

Create a copy of the width point	Alt+drag the width point	Options+drag the width point
Change the position of multiple width points	Shift+drag	Shift+drag
Delete selected width point	Delete	Delete
Deselect a width point	Esc	Esc

Work with type

Shortcuts

Bold
 Italic
 Underline
 Move one character right or left

 Move up or down one line
 Move one word right or left

 Move up or down one paragraph

 Select one word right or left
 Select one paragraph before or after

 Extend existing selection
 Align paragraph left, right, or center
 Justify text left
 Justify all lines
 Toggle line composer
 Insert soft return
 Highlight kerning
 Reset horizontal scale to 100%
 Increase or decrease font size
 Increase or decrease font size by steps
 Increase or decrease leading

 Select tracking value
 Reset tracking/kerning to 0
 Increase or decrease kerning and tracking

 Increase or decrease kerning and tracking by five times

 Increase or decrease baseline shift

Windows

Shift + Ctrl + B
 Shift + Ctrl + I
 Shift + Ctrl + U
 Right Arrow or Left Arrow

 Up Arrow or Down Arrow
 Ctrl + Right Arrow or Left Arrow

 Ctrl + Up Arrow or Down Arrow

 Shift + Ctrl + Right Arrow or Left Arrow
 Shift + Ctrl + Up Arrow or Down Arrow
 Shift-click
 Ctrl + Shift + L, R, or C
 Ctrl + Shift + J
 Shift + Ctrl + F
 Alt + Shift + Ctrl + C
 Shift + Enter
 Ctrl + Alt + K
 Ctrl + Shift + X
 Ctrl + Shift + . or ,
 Alt + Ctrl + Shift + . or ,
 Alt + Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)
 Alt + Ctrl + K
 Ctrl + Alt + Q
 Alt + Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
 Ctrl + Alt + Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
 Alt + Shift + Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)

macOS

Shift + Command + B
 Shift + Command + I
 Shift + Command + U
 Right Arrow or Left Arrow

 Up Arrow or Down Arrow
 Command + Right Arrow or Left Arrow

 Command + Up Arrow or Down Arrow

 Shift + Command + Right Arrow or Left Arrow
 Shift + Command + Up Arrow or Down Arrow
 Shift-click
 Command + Shift + L, R, or C
 Command + Shift + J
 Shift + Command + F
 Option + Shift + Command +
 Shift + Return
 Command + Option + K
 Command + Shift + X
 Command + Shift + . or ,
 Option + Command + Shift + . or ,
 Option + Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)
 Option + Command + K
 Command + Option + Q
 Option + Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
 Command + Option + Right or Left Arrow (horizontal text) or Up or Down Arrow (vertical text)
 Option + Shift + Up or Down Arrow (horizontal text) or Right or Left Arrow (vertical text)

Switch between Type and Vertical Type, Area Type and Vertical Area Type, and Path Type and Vertical Path Type tools	Shift	Shift
Switch between Area Type and Path Type, Vertical Area Type and Vertical Path Type tools	Alt	Option
Create outlines	Shift + Ctrl + O	Shift + Command + O
Open the Character panel	Ctrl + T	Command + T
Open the Paragraph panel	Alt + Ctrl + T	Option + Command + T
Open the Tabs panel	Shift + Ctrl + T	Shift + Command + T
Open the OpenType panel	Alt + Shift + Ctrl + T	Option + Shift + Command + T
Insert bullets	Alt + 8	Option + 8
Insert copyright symbol	Alt + G	Option + G
Insert ellipsis	Alt + ;	Option + ;
Insert paragraph symbol	Alt + 7	Option + 7
Insert section symbol	Alt + 6	Option + 6
Insert trademark symbol	Alt + 2	Option + 2
Insert registered trademark symbol	Alt + R	Option + R
Superscript	Shift + Ctrl + =	Shift + Command + =
Subscript	Alt + Shift + Ctrl + =	Alt + Shift + Ctrl + =
Insert em dash	Alt + Shift + -	Option + Shift + -
Insert en dash	Alt + -	Option + -
Insert discretionary hyphen	Shift + Ctrl + -	Shift + Command + -
Toggle auto-hyphenation	Alt + Shift + Ctrl + H	Option + Shift + Command + H
Insert double left quotation marks	Alt + [	Option + [
Insert double right quotation marks	Alt + Shift + [	Option + Shift + [
Insert single left quotation marks	Alt +]	Option +]
Insert single right quotation marks	Alt + Shift +]	Option + Shift +]
Insert em space	Shift + Ctrl + M	Shift + Command + M
Insert en space	Shift + Ctrl + N	Shift + Command + N
Insert thin space	Alt + Shift + Ctrl + M	Option + Shift + Command + M
Show hidden characters	Alt + Ctrl + I	Option + Command + I
Note		

To change the increment value for type shortcuts, choose *Edit > Preferences > Type (Windows)* or *Illustrator > Preferences > Type (macOS)*. Enter the values you want in the *Size/Leading*, *Baseline Shift*, and *Tracking* text boxes, and click *OK*.

Use panels

Shortcuts

Set options (except for Actions, Brushes, Swatches, and Symbols panels)

Switch units of measurement
Delete without confirmation (except for Layers panel)
Apply value and keep text box active
Select range of actions, brushes, layers, links, styles, or swatches

Windows

Alt-click New button

Alt + Shift + Ctrl + U
Alt-click Delete button
Shift + Enter
Shift-click

macOS

Option-click New button

Option + Shift + Command + U
Option-click Delete button
Shift + Return
Shift-click

Select noncontiguous actions, brushes, layers (same level only), links, styles, or swatches	Ctrl-click	Command-click
Show/Hide all panels	Tab	Tab
Show/Hide all panels except the Tools panel and Control panel	Shift + Tab	Shift + Tab
Increase/ decrease values in logical fractions of the measurement unit	Ctrl + Up or Down Arrow	Command + Up or Down Arrow
Increase/ decrease measurement unit by 10x	Shift + Up or Down Arrow	Shift + Up or Down Arrow

Actions panel

Shortcuts

Expand/Collapse entire hierarchy for action set

Set options for action set

Play a single command

Begin recording actions without confirmation

Windows

Alt-click expansion triangle

Double-click folder icon

Ctrl-click Play Current Selection button

Alt-click New Action button

macOS

Option-click expansion triangle

Double-click folder icon

Command-click Play Current Selection button

Option-click New Action button

Brushes panel

Shortcuts

Open Brush Options dialog box

Duplicate brush

Windows

Double-click brush

Drag brush to New Brush button

macOS

Double-click brush

Drag brush to New Brush button

Character and Paragraph panels

Shortcuts

Open the Character panel

Open the Paragraph panel

Increase/decrease the selected value by a small increment

Increase/decreases the selected value by a large increment

Increase/decrease the selected value by a fraction

Highlight the font name field in the Character panel

Windows

Ctrl + T

Alt + Ctrl + T

Up Arrow or Down Arrow

Shift + Up Arrow or Down Arrow

Ctrl + Up or Down Arrow

Ctrl + Alt + Shift + F

macOS

Command + T

Option + Command + T

Up Arrow or Down Arrow

Shift + Up Arrow or Down Arrow

Command + Up or Down Arrow

Command + Option + Shift + F

Color panel

Shortcuts

Select the complement for the current color fill/stroke

Change the nonactive fill/stroke

Select the complement for the nonactive fill/stroke

Select the inverse for the current fill/stroke

Windows

Ctrl-click color bar

Alt-click color bar

Ctrl + Alt-click color bar

Ctrl + Shift-click color bar

macOS

Command-click color bar

Option-click color bar

Command + Option-click color bar

Command + Shift-click color bar

Select the inverse for the nonactive fill/stroke	Ctrl + Shift + Alt-click color bar	Command + Shift + Option-click color bar
Open Color Guide	Shift + F3	Shift + F3
Change the color mode	Shift-click color bar	Shift-click color bar
Move color sliders in tandem	Shift-drag color slider	Shift-drag color slider
Switch between percentage and 0-255 values for RGB	Double-click to right of a numerical field	Double-click to right of a numerical field

Gradient panel

Shortcuts

Duplicate color stops
Swap color stops
Apply swatch color to active (or selected) color stop
Reset the gradient fill to default black and white linear gradient
Show/Hide gradient arrow
Modify angle and end-point together
Constrain Gradient tool or Gradient annotator while dragging
View Gradient annotator in selected gradient filled object

Windows

Alt-drag
Alt-drag color stop onto another stop
Alt-click swatch in the Swatches panel
Ctrl-click Gradient Fill box in the Gradient panel
Ctrl + Alt + G
Alt-drag end point of gradient annotator
Shift-drag
G

macOS

Option-drag
Option-drag color stop onto another color stop
Option-click swatch in the Swatches panel
Command-click Gradient Fill box in the Gradient panel
Command + Option + G
Option-drag end point of gradient annotator
Shift-drag
G

Layers panel

Shortcuts

Add a layer
Add a layer while opening the New Layer dialog box
Select all objects on the layer
Show/hide all layers but the selected one
Select Outline/Preview view for the selected layer
Selects Outline/Preview view for all other layers
Lock/unlock all other layers
Expand all sublayers to display entire hierarchy
Set options as you create new layer
Set options as you create new sublayer
Place new sublayer at bottom of layer list
Place layer at top of layer list
Place layer below selected layer
Copy the selection to a layer, sublayer, or group

Windows

Ctrl + L
Alt + Ctrl + L
Alt-click layer name
Alt-click eye icon
Ctrl-click eye icon
Ctrl + Alt-click eye icon
Alt-click lock icon
Alt-click expansion triangle
Alt-click New Layer button
Alt-click New Sublayer button
Ctrl + Alt-click New Sublayer button
Ctrl-click New Layer button
Ctrl + Alt-click New Layer button
Alt-drag selection

macOS

Command + L
Option + Command + L
Option-click layer name
Option-click eye icon
Command-click eye icon
Command + Option-click eye icon
Option-click lock icon
Option-click expansion triangle
Option-click New Layer button
Option-click New Sublayer button
Command + Option-click New Sublayer button
Command-click New Layer button
Command + Option-click New Layer button
Option-drag selection

Swatches panel

Shortcuts	Windows	macOS
Create new spot color	Ctrl-click New Swatch button	Command-click New Swatch button
Create new global process color	Ctrl + Shift-click New Swatch button	Command + Shift-click New Swatch button
Replace swatch with another	Alt-drag a swatch over another	Option-drag a swatch over another

Transform panel

Shortcuts	Windows	macOS
Apply a value and keep focus in edit field	Shift + Enter	Shift + Return
Apply a value and copy object	Alt + Enter	Option + Return
Apply a value and scale option proportionately for width or height	Ctrl + Enter	Command + Return

Transparency panel

Shortcuts	Windows	macOS
Apply last effect to the selected object	Shift + Ctrl + E	Shift + Command + E
Apply last effect to the selected object by adjusting the values in the effects dialog box	Alt + Shift + Ctrl + E	Option + Shift + Command + E
Change mask to grayscale image for editing	Alt-click on mask thumbnail	Option-click on mask thumbnail
Disable opacity mask	Shift-click on mask thumbnail	Shift-click on mask thumbnail
Re-enable opacity mask	Shift-click on disabled mask thumbnail	Shift-click on disabled mask thumbnail
Increase/decrease opacity in 1% increments	Click opacity field + Up Arrow or Down Arrow	Click opacity field + Up Arrow or Down Arrow
Increase/decrease opacity in 10% increments	Shift-click opacity field + Up Arrow or Down Arrow	Shift-click opacity field + Up Arrow or Down Arrow

Function keys

Shortcuts	Windows	macOS
Invoke Help	F1	F1
Cut	F2	F2
Copy	F3	F3
Paste	F4	F4
Show/hide Brushes panel	F5	F5
Show/hide Color panel	F6	F6
Show/hide Layers panel	F7	F7
Create new symbol	F8	F8
Show/hide Info panel	Ctrl + F8	Command + F8
Show/hide Gradient panel	Ctrl + F9	Command + F9
Show/hide Stroke panel	Ctrl + F10	Command + F10
Show/hide Attributes panel	Ctrl + F11	Command + F11
Revert	F12	F12
Show/hide Graphic Styles panel	Shift + F5	Shift + F5

Show/hide Appearance panel	Shift + F6	Shift + F6
Show/hide Align panel	Shift + F7	Shift + F7
Show/hide Transform panel	Shift + F8	Shift + F8
Show/hide Pathfinder panel	Shift + Ctrl + F9	Shift + Command + F9
Show/hide Transparency panel	Shift + Ctrl + F10	Shift + Command + F10
Show/hide Symbols panel	Shift + Ctrl + F11	Shift + Command + F11

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