
















Keyboard Shortcuts

Generic

Undo	Ctrl + Z
Redo	Shift + Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste in front	Ctrl + F
Paste in back	Ctrl + B
Paste in place	Shift + Ctrl + V
Check spelling	Ctrl + I
Zoom in Magnify Mode	Ctrl + Spacebar
Show/Hide Rulers	Ctrl + R
Hide Guides	Ctrl + ;
Lock Guides	Alt + Ctrl + ;
Add/remove from selection	Shift + Click
Select All	Ctrl + A
Deselect All	Ctrl + D
Constrain Proportions	Shift + Drag
Draw from center	Alt + Drag
Move shape while drawing	Spacebar + Drag
Repeat transform	Ctrl + D
Create Outlines	Shift + Ctrl + O
Toggle between fill & stroke	X
Group selected objects	Ctrl + G
Ungroup selected objects	Shift + Ctrl + G

Tools

 Artboard Tool	Shift + O
 Selection Tool	A
 Direct Selection Tool	V
 Pen Tool	P
 Type Tool	T
 Rectangle Tool	M
 Ellipse Tool	L
 Paintbrush Tool	B
 Pencil Tool	N
 Gradient Tool	G
 Eyedropper Tool	I
 Slice	Shift + K
 Eraser	Shift + E
 Zoom	Z
 Hand Tool	H or Hold Spacebar

Documents

Create a new document	Ctrl + N
Open a document	Ctrl + O
Save a document	Ctrl + S
Save as dialogue box	Shift + Ctrl + S
Export for screens	Alt + Ctrl + E
Save for web	Alt + Shift + Ctrl + S
Print	Ctrl + P
Exit	Ctrl + Q