

ADOBE ILLUSTRATOR SHORTCUTS "PC"

SELECTING AND MOVING

To make copy while dragging	ALT
To add to a selection	SHIFT
Move Selection	ANY ARROW KEY
Move Selection 10 pts	SHIFT-ANY ARROW KEY
Lock selected artwork	CTRL-2
Lock all deselected artwork	CTRL-ALT-SHIFT-2
Unlock all artwork	CTRL-ALT-2
Hide selected artwork	CTRL-3
Hide all deselected artwork	CTRL-ALT-SHIFT-3
Show all artwork	CTRL-ALT-3

VIEWING & GUIDES

Zoom In Tool	CTRL-SPACEBAR
Zoom Out Tool	CTRL-ALT-SPACEBAR
Zoom In to exact size	CTRL-SPACEBAR-DRAG
Hide/Show all tools and panels	TAB
Hide/Show all panels except toolbox	SHIFT-TAB

TYPE

Decrease/Increase type size	CTRL-SHIFT-< OR >
Leading	ALT ARROW UP OR DOWN
Kerning/Tracking	ALT ARROW LEFT OR RIGHT
Baseline shift	SHIFT-ALT ARROW DOWN OR UP
Align type left, right, center	CTRL-SHIFT-L, R, C
Justify type	CTRL-SHIFT-J
Reset horizontal/vertical scale to 100%	CTRL-SHIFT-X
Reset kerning or tracking to 0	CTRL-ALT-Q

SHAPES

Draw from center	ALT
Draw from center with dialog	ALT-CLICK

Constrain proportion	SHIFT
Constrain orientation of polygons, stars, spirals	SHIFT
Move object while drawing	SPACEBAR

PALETTE SHORTCUTS

Show/Hide Brushes	F5
Show/Hide Color	F6
Show/Hide Layers	F7
Show/Hide Info	CTRL-F8
Show/Hide Gradient	CTRL-F9
Show/Hide Stroke	CTRL-F10
Show/Hide Attributes	CTRL-F11
Revert file	F12
Show/Hide Graphic Styles	SHIFT-F5
Show/Hide Appearance	SHIFT-F6
Show/Hide Align	SHIFT-F7
Show/Hide Transform	SHIFT-F8
Show/Hide Pathfinder	SHIFT-CTRL-F9
Show/Hide Transparency	SHIFT-CTRL-F10
Show/Hide Symbols	SHIFT-CTRL-F11

LAYERS PALETTE SHORTCUTS

Preview/Outline mode	CTRL-CLICK ON EYE
Turning off all other layers	ALT-CLICK ON EYE
Select all items on layer	ALT-CLICK LAYER NAME
Copy item to different layer	ALT-DRAG SELECTION SQUARE IN LAYERS PANEL
To create the new layer at the top of list	CTRL-CLICK
New layer below selected layer	CTRL-ALT-CLICK

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