

Key Guide: Adobe Illustrator CC for Windows

Text alignment

Left align paragraph	shift & ctrl + l (L)
Right align paragraph	shift & ctrl + r
Centre align paragraph	shift & ctrl + c

Type size [Preferences (ctrl+k)>Units & Increments]

Bigger size in set increment	shift & ctrl + >
Smaller size in set increment	shift & ctrl + <
Bigger size in 5 x increment	alt & shift & ctrl + >
Smaller size in 5 x increment	alt & shift & ctrl + <

Leading [Preferences (ctrl+k)>Units & Increments]

Increase leading in set increment	alt + ▲
Reduce leading in set increment	alt + ▼
Increase leading in 5 x increment	ctrl & alt + ▲
Reduce leading in 5 x increment	ctrl & alt + ▼

Tracking/Kerning [Preferences (ctrl+k)>Units & Increments]

Increase kerning in set increment	alt + ►
Reduce kerning in set increment	alt + ◄
Increase kerning in 5 x increment	ctrl & alt + ►
Reduce kerning in 5 x increment	ctrl & alt + ◄

Shift baseline of type [Preferences (ctrl+k)>Units & Increments]

Move characters up	shift & alt + ▲
Move characters down	shift & alt + ▼

Activate Type-related Panels

Character Panel	ctrl + t
Paragraph Panel	alt & ctrl + t
Tabs Panel	shift & ctrl + t

Miscellaneous Type-related keys

Show/Hide invisible characters	alt & ctrl + i
Create Outlines	shift & ctrl + o
Check Spelling	ctrl + i
Show Text Threads	shift & ctrl + y
Paste text without formatting	alt & ctrl + v

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File management

Create New Blank Document	alt & ctrl + n
Save a Copy of the document	alt & ctrl + s
Place an image	shift & ctrl + p
Package the file, fonts and linked images	shift & alt & ctrl + p

Edit Menu options

Undo	ctrl + z
Redo	shift & ctrl + z
Copy	ctrl + c
Cut	ctrl + x
Paste	ctrl + v
Paste in front of the selected object(s)	ctrl + f
Paste behind the selected object(s)	ctrl + b
Paste in place (across documents)	shift & ctrl + v
Paste in place (across all artboards)	shift & alt & ctrl + v
Paste text without formatting	alt & ctrl + v

Lock/Hide object(s)

Lock selected object(s)	ctrl + 2
Unlock all locked objects	alt & ctrl + 2
Hide selected object(s)	ctrl + 3
Show all hidden objects	alt & ctrl + 3

Join/Align points

Connect 2 selected points or close an open path	ctrl + j
Activate Average points dialogue	alt & ctrl + j
Average and join 2 selected points	shift & alt & ctrl + j

Group/Mask/Compound

Group selected objects	ctrl + g
Release from Group state	shift & ctrl + g
Mask selected objects with top shape	ctrl + 7
Release from Masked state	alt & ctrl + 7
Create a compound shape using selected paths	ctrl + 8
Release back to separate objects	shift & alt & ctrl + 8

Transformation

Apply last Transformation again	ctrl + d
Transform Each...	shift & alt & ctrl + d
Display Transformation Options related to tool	return/enter

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Selecting options

Select All	ctrl + a
Deselect All	shift & ctrl + a
Select All on the current Artboard	alt & ctrl + a
Select next object above (in strict order)	alt & ctrl +]
Select next object below (in strict order)	alt & ctrl + [

Re-applying Effects

Apply last Effect to selected objects	shift & ctrl + e
Display last Effect's dialogue	shift & alt & ctrl + e

Arrange order/Transform selected objects

Send to Back	shift & ctrl + [
Bring to Front	shift & ctrl +]
Shift behind previous object in document's order	shift & alt & ctrl + [
Shift in front of next object in document's order	shift & alt & ctrl +]

View options

Fit current artboard to window	ctrl + 0 (zero)
Fit all artboards to window	alt & ctrl + 0 (zero)
Hide all tools and panels	tab
Hide panels but keep tools	shift + tab
Artwork view (construction)	ctrl + e
Preview view (output)	ctrl + y
Pixel preview	alt & ctrl + y
Overprint preview	shift & alt & ctrl + y

Hide/Show bounding box	shift & ctrl + b
Hide/Show edges (selection)	ctrl + h
Hide/Show smart guides	ctrl + u

Useful Tool Keys

Selection Tool	v
Direct selection tool	a
Type tool	t
Pencil tool	n
Live Paint bucket	k
Shape Builder tool	shift + m
Magic Wand tool (selections)	y
Artboard Tool	shift + o
Swap Fill and Stroke colours	shift + x