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