

ADOBE ILLUSTRATOR CC 2018 WIN

Ai

Tools

| | |
|-------------------------------------|--------------------|
| Selection | V |
| Direct Selection | A |
| Group Selection | Shift |
| Magic Wand | Y |
| Lasso | Q |
| Pen | P |
| Add Anchor Point | + |
| Delete Anchor Point | - |
| Convert Anchor Point | Shift+C |
| Type | T |
| Touch Type | Shift+T |
| Line Segment | \ |
| Rectangle | M |
| Ellipse | L |
| Paintbrush | B |
| Pencil | N |
| Blob Brush | Shift+B |
| Eraser | Shift+E |
| Scissors | C |
| Rotate | R |
| Reflect | O |
| Scale | S |
| Width | Shift+W |
| Warp | Shift+R |
| Puppet Warp | |
| Free Transform | E |
| Shape Builder | Shift+M |
| Live Paint Bucket | K |
| Live Paint Selection | Shift+L |
| Perspective Grid | Shift+P |
| Perspective Selection | Shift+V |
| Mesh | U |
| Gradient | G |
| Eyedropper, Measure | I |
| Blend | W |
| Symbol Sprayer | Shift+S |
| Column Graph | J |
| Artboard | Shift+O |
| Slice | Shift+K |
| Hand | H |
| Zoom | Z |
| Toggle Fill and Stroke | X |
| Default Fill and Stroke | D |
| Swap Fill and Stroke | Shift+X |
| Color | , |
| Gradient | |
| None | / |
| Toggle 3 Screen Modes | F |
| Show/Hide All Panels | Tab |
| Show/Hide All But Toolbox | Shift+Tab |
| Increase Diameter |] |
| Decrease Diameter | [|
| Symbolism Tools: Increase Intensity | Shift+} or { |
| Toggle Drawing Mode | Shift+D |

File

| | |
|-----------------------|------------------------------|
| New | Ctrl+N |
| New from Template | Shift+Ctrl+N |
| Open | Ctrl+O |
| Browse in Bridge | Alt+Ctrl+O |
| Close | Ctrl+W |
| Save or Save As | Ctrl+S or Shift+Ctrl+S |
| Save a Copy | Alt+Ctrl+S |
| Revert | F12 |
| Place | Shift+Ctrl+P |
| Export for Screens | Alt+Ctrl+E |
| Save for Web (Legacy) | Alt+Shift+Ctrl+S |
| Package | Alt+Shift+Ctrl+P |
| Other Script | Ctrl+F12 |
| Document Setup | Alt+Ctrl+P |
| Document Color Mode | |
| File Info | Alt+Shift+Ctrl+I |
| Print | Ctrl+P |
| Exit | Ctrl+Q |

Edit

| | |
|------------------------|------------------------|
| 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 |
| Paste on All Artboards | Alt+Shift+Ctrl+V |
| Clear | |
| Find and Replace | |
| Find Next | |
| Check Spelling | Ctrl+I |
| Edit Custom Dictionary | |
| Edit Colors | |
| Convert to CMYK | |
| Convert to RGB | |
| Edit Original | |
| Color Settings | Shift+Ctrl+K |
| Keyboard Shortcuts | Alt+Shift+Ctrl+K |
| Preferences > General | Ctrl+K |

Object

| | |
|----------------------------|------------------------|
| Transform Again | Ctrl+D |
| Move | Shift+Ctrl+M |
| Rotate | |
| Reflect | |
| Scale | |
| Shear | |
| Transform Each | Alt+Shift+Ctrl+D |
| Reset Bounding Box | |
| Bring to Front | Shift+Ctrl+] |
| Bring Forward | Ctrl+] |
| Send Backward | Ctrl+[|
| Send to Back | Shift+Ctrl+[|
| Send to Current Layer | |
| Group | Ctrl+G |
| Ungroup | Shift+Ctrl+G |
| Lock > Selection | Ctrl+2 |
| Lock > Other Layers | |
| Unlock All | Alt+Ctrl+2 |
| Hide > Selection | Ctrl+3 |
| Show All | Alt+Ctrl+3 |
| Expand | |
| Expand Appearance | |
| Path > Join | Ctrl+J |
| Path > Average | Alt+Ctrl+J |
| Edit Pattern | Shift+Cmd+F8 |
| Outline Stroke | |
| Offset Path | |
| Simplify | |
| Add Anchor Point | |
| Remove Anchor Points | |
| Divide Objects Below | |
| Split Into Grid | |
| Clean Up | |
| Blend > Make | Alt+Ctrl+B |
| Blend > Release | Alt+Shift+Ctrl+B |
| Blend Options | |
| Make with Warp | Alt+Shift+Ctrl+W |
| Make with Mesh | Alt+Ctrl+M |
| Make with Top Object | Alt+Ctrl+C |
| Envelope Distort > Release | |
| Edit Contents | Shift+Ctrl+P |
| Live Paint > Make | Alt+Ctrl+X |
| Image Trace > Make | |
| Text Wrap > Make | |
| Text Wrap > Release | |
| Text Wrap Options > Offset | |
| Clipping Mask > Make | Ctrl+7 |
| Clipping Mask > Release | Alt+Ctrl+7 |
| Compound Path > Make | Ctrl+8 |
| Compound Path > Release | Alt+Sh+Ctrl+8 |
| Convert to Artboards | |

Other Object

| | |
|-------------------------|------------------------------|
| Lock Others | Alt+Shift+Ctrl+2 |
| Hide Others | Alt+Shift+Ctrl+3 |
| Repeat Pathfinder | Ctrl+4 |
| Average & Join | Alt+Shift+Ctrl+J |
| Isolate Selected Object | |
| Enter Isolation Mode | Double-click |
| Exit Isolation Mode | Double-click or Escape |

Type

| | |
|-----------------------------|--------------------|
| Glyphs | |
| Area Type Options | |
| Type on a Path Options | |
| Create Outlines | Shift+Ctrl+O |
| Find Font | |
| Change Case > UPPERCASE | |
| Change Case > lowercase | |
| Change Case > Title Case | |
| Change Case > Sentence case | |
| Smart Punctuation | |
| Show Hidden Characters | Alt+Ctrl+I |
| Type Orientation | |

Select

| | |
|------------------------|--------------------|
| All | Ctrl+A |
| All on Active Artboard | Alt+Ctrl+A |
| Deselect | Shift+Ctrl+A |
| Reselect | Ctrl+6 |
| Inverse | |
| Next Object Above | Alt+Ctrl+] |
| Next Object Below | Alt+Ctrl+[|
| Select > Same | |

Other Select

| | |
|----------------------------|----------------------|
| Switch Selection Tools | Alt+Ctrl+Tab |
| Navigate to Next Document | Ctrl+F6 |
| Navigate to Previous Doc | Shift+Ctrl+F6 |
| Navigate to Next Doc Group | Alt+Ctrl+F6 |
| Navigate to Prev Doc Group | Alt+Sh+Ctrl+F6 |

Effect

| | |
|----------------------------------|------------------------|
| Apply Last Effect | Shift+Ctrl+E |
| Last Effect | Alt+Shift+Ctrl+E |
| Document Raster Effects Settings | |

View

| | |
|---------------------------------|------------------------|
| Outline or Preview | Ctrl+Y |
| Overprint Preview | Alt+Shift+Ctrl+Y |
| Pixel Preview | Alt+Ctrl+Y |
| Zoom In | Ctrl+= |
| Zoom Out | Ctrl+- |
| Fit Artboard in Window | Ctrl+0 |
| Fit All in Window | Alt+Ctrl+0 |
| Actual Size | Ctrl+1 |
| Show or Hide Edges | Ctrl+H |
| Show or Hide Artboard | Shift+Ctrl+H |
| Show or Hide Print Tiling | |
| Show Template | Shift+Ctrl+W |
| Show or Hide Rulers | Ctrl+R |
| Change to Artboard Rulers | Alt+Ctrl+R |
| Show or Hide Bounding Box | Shift+Ctrl+B |
| Show Transparency Grid | Shift+Ctrl+D |
| Show or Hide Text Threads | Shift+Ctrl+Y |
| Show or Hide Gradient Annotator | Alt+Ctrl+G |
| Show Live Paint Gaps | |
| Show or Hide Guides | Ctrl+; |
| Lock Guides > Make | Alt+Ctrl+; |
| Make Guides | Ctrl+5 |
| Release Guides | Alt+Ctrl+5 |
| Clear Guides | |
| Smart Guides | Ctrl+U |
| Show or Hide Perspective Grid | Shift+Ctrl+I |
| Show or Hide Grid | Ctrl+` |
| Snap to Grid | Shift+Ctrl+` |
| Snap to Point | Alt+Ctrl+` |

Window

| | |
|----------------------------|------------------------|
| New Window | |
| Workspace > Save Workspace | |
| Extensions > Kuler | |
| Control | |
| Actions | |
| Align | Shift+F7 |
| Appearance | Shift+F6 |
| Artboards | |
| Attributes | Ctrl+F11 |
| Brushes | F5 |
| Color | F6 |
| Color Guide | Shift+F3 |
| Control | |
| Document Info | |
| Flattener Preview | |
| Gradient | Ctrl+F9 |
| Graphic Styles | Shift+F5 |
| Info | Ctrl+F8 |
| Layers | F7 |
| Links | |
| Magic Wand | |
| Navigator | |
| Pathfinder | Shift+Ctrl+F9 |
| Separations Preview | |
| Stroke | Ctrl+F10 |
| SVG Interactivity | |
| Swatches | |
| Symbols | Shift+Ctrl+F11 |
| Tools | |
| Transform | Shift+F8 |
| Transparency | Shift+Ctrl+F10 |
| Character | Ctrl+T |
| Character Styles | |
| Glyphs | |
| OpenType | Alt+Shift+Ctrl+T |
| Paragraph | Alt+Ctrl+T |
| Paragraph Styles | |
| Tabs | Shift+Ctrl+T |

Other Panels

| | |
|------------------------------|--------------------------|
| New Symbol | F8 |
| Add New Fill | Ctrl+/ |
| Add New Stroke | Alt+Ctrl+/ |
| New Layer | Ctrl+L |
| New Layer with Dialog | Alt+Ctrl+L |
| Switch Units | Alt+Shift+Ctrl+U |
| New File (No Dialog) | Alt+Ctrl+N |
| Close All | Alt+Ctrl+W |
| Cut, Copy, Paste (Secondary) | F2, F3, F4 |
| Debug Panel | Alt+Shift+Ctrl+F12 |

Other Text

| | |
|-------------------------|------------------------|
| Insert Hyphen | Shift+Ctrl+- |
| Point Size Up | Shift+Ctrl+> |
| Point Size Down | Shift+Ctrl+< |
| Font Size Step Up | Alt+Shift+Ctrl+> |
| Font Size Step Down | Alt+Shift+Ctrl+< |
| Kern Looser | Shift+Ctrl+] |
| Kern Tighter | Shift+Ctrl+[|
| Tracking | Alt+Ctrl+K |
| Clear Tracking | Alt+Ctrl+Q |
| Spacing | Alt+Shift+Ctrl+O |
| Uniform Type | Shift+Ctrl+X |
| Left Align Text | Shift+Ctrl+L |
| Center Text | Shift+Ctrl+C |
| Right Align Text | Shift+Ctrl+R |
| Justify Text Left | Shift+Ctrl+J |
| Justify All Lines | Shift+Ctrl+F |
| Toggle Auto Hyphenation | Alt+Shift+Ctrl+H |
| Toggle Line Composer | Alt+Shift+Ctrl+C |

Help

| | |
|------------------|----------|
| Illustrator Help | F1 |
| Welcome Screen | |

training • consulting • graphic design • print publishing
InDesign • InCopy • Illustrator • Photoshop • Lightroom • Acrobat
ePub • FrameMaker • Captivate • Section 508 Accessibility
mikewithere@jetsetcom.net • urszulawithere@jetsetcom.net
JetSetcom.net • TrainingOnsite.com



COMMUNITY
PROFESSIONAL