

ILLUSTRATOR 7 — KEYBOARD SHORTCUTS

Note: The following is a list for the Macintosh. Windows users can use this list but should substitute Control for Command and Alt for Option.

VIEWING

Command-Y	Preview/Artwork Mode
F	Toggle Through Screen Viewing Modes
Command-R	Show/Hide Rulers
Command-Control-U	Cycle Through Measurement Systems
Command-Slash	Online Help
Command-Quote (")	Show/Hide Grid
Command-Shift-Quote (")	Toggle Snap to Grid
Command-Semicolon (;)	Show/Hide Guides
Command-Option-Semicolon (;)	Lock/Unlock Guides
Command-H	Hide/Show Edges
Command-Plus Sign (+)	Zoom In
Command-Minus Sign (-)	Zoom Out
Command-0	Fit in window
Command-1	Actual Size
Command-5	Make Guides
Command-Option-5	Release Guides

TYPE

Option-Right Arrow	Open Kerning
Option-Left Arrow	Close Kerning
Option-Command-Right Arrow	Open Kerning in increments of 5
Option-Command-Left Arrow	Close Kerning in increments of 5
Option-Up Arrow	Close Leading
Option-Down Arrow	Open Leading
Command-Shift-L	Align Flush Left
Command-Shift-R	Align Flush Right
Command-Shift-C	Align Center
Command-Shift-Less Than (<)	Down in Point Size
Command-Shift-Greater Than (>)	Up in Point Size
Option-Shift-Up Arrow	Baseline Shift Up
Option-Shift-Down Arrow	Baseline Shift Down
Option-Shift-Command-Up Arrow	Baseline Shift Up in increments of 5
Option-Shift-Command-Down Arrow	Baseline Shift Down in increments of 5
Command-Shift-J	Justifies Area Text
Command-Shift-F	Force Justified Area Text
Command-Shift-X	Resets Horizontal Scale to 100%
Command-Shift-Q	Resets Tracking to 0

SELECTING

Command-L	Lock All
Command-Shift-L	Unlock All
Command-U	Hide Selection
Command-Shift-U	Show Selection
Command-Tab	Toggle Between Selection and Direct Selection Tools
Command-A	Select All
Command-Shift-A	Deselect All
Command-G	Group
Command-Shift-G	Ungroup

TRANSFORMATIONS

Command-D	Repeat Transform
Command-Tilde (~)	Puts Focus in Selected Palette
Tilde (~)	When used with Polygon Tools, creates duplicates; when used with transformation tools, transforms only pattern fills

FUNCTIONS

Command-J	Join
Command-Option-J	Average
Command-Z	Undo
Command-Shift	Redo
Command-X	Cut
Command-C	Copy
Command-V	Paste
F-12	Revert
Command-4	Repeat Pathfinder
Command-F	Paste in Front
Command-B	Paste in Back
Command-Open Bracket	Send Backwards
Command-Shift-Open Bracket	Send to Back
Command-Closed Bracket	Bring Frontwards
Command-Shift-Closed Bracket	Bring to Front
Command-7	Make Mask
Command-Option-7	Release Mask
Command-8	Make Compound Path
Command-Option-8	Release Compound Path
Command-Shift-O	Convert text to outlines
Command-E	Apply Last Filter
Command-Option-E	Last Filter (brings up dialog box)

PALETTES

Command-I	Toggles Color Palette
Tab	Hides All Palettes
Shift-Tab	Hides All Palettes Except Tool Bar
Command-T	Toggles Character Palette
Command-M	Toggles Paragraph Palette
F-5	Toggles Swatches Palette
F-6	Toggles Color Palette
F-7	Toggles Layers Palette
F-8	Toggles Info Palette
F-9	Toggles Gradient Palette
F-10	Toggles Stroke Palette
F-11	Toggles Attributes Palette
Command-Shift-I	Toggles Attributes Palette

SHORTCUTS

Control (Macintosh)	Activates Context-sensitive pop-up menu
Right Mouse Button (Windows)	Activates Context-sensitive pop-up menu
Command-Option	Toggles the Convert Direction Point Tool
Command	Toggles the Last Used Selection Tool
Spacebar	Toggles the Hand Tool
Command-Spacebar	Toggles Zoom Tool
Command-Option-Spacebar	Toggles Zoom Out Tool
Comma (,)	Color
Period (.)	Gradient
Slash (/)	None Attribute
X	Toggles between Fill and Stroke
D	Sets fill and stroke to default (White Fill, Black Stroke)

TOOLS

V	Selection Tool
A	Direct Selection/Group Selection Tool
P	Pen Tool/Add Anchor Point Tool/Delete Anchor Point Tool/Convert Direction Point Tool
T	Type Tool/Area Type Tool/Path Type Tool/Vertical Type Tool/Vertical Area Type Tool/Vertical Path Type Tool
N	Ellipse Tool/Centered Ellipse Tool/Polygon Tool/Star Tool/Spiral Tool
M	Rectangle Tool/Rounded Rectangle Tool/Centered Rectangle Tool/Centered Rounded Rectangle Tool/Pencil Tool/Paintbrush Tool
C	Scissors Tool/Knife Tool
R	Rotate Tool/Twirl Tool
S	Scale Tool/Reshape Tool
O	Reflect Tool
W	Shear Tool
B	Blend Tool/Auto Trace Tool
J	All Graph Tools
U	Measurement Tool
G	Gradient Tool
K	Paint Bucket Tool
I	Eyedropper Tool
H	Hand Tool/Page Tool
Z	Zoom Tool