

# Quick Reference Card

Keyboard shortcuts – Menus and menu commands

## File

New ⌘N  
 Open ⌘O  
 Save ⌘S  
 Save As ⇧⌘S  
 Import ⌘I  
 Export ⌘E  
 Print ⌘P

## Edit

Undo ⌘Z  
 Redo ⇧⌘Z  
 Repeat ⌘R  
 Cut ⌘X  
 Copy ⌘C  
 Paste ⌘V  
 Delete ⌘  
 Duplicate ⌘D  
 Find and Replace ▶ Find Objects ⌘F  
 Step and Repeat ⌘D

## View

Full Screen Preview ⌘⌘P  
 Views ^V  
 Alignment Guides ⇧⌘A  
 Dynamic Guides ⇧⌘D  
 Snap to ▶ Document Grid ⇧⌘Y

## Object

Symbols ▶ Symbol Manager ^⇧S  
 Align and Distribute  
 ▶ Align Left ⇧L  
 ▶ Align Right ⇧R  
 ▶ Align Top ⇧T  
 ▶ Align Bottom ⇧B  
 ▶ Align Centers Horizontally ⇧C  
 ▶ Align Centers Vertically ⇧E  
 ▶ Center to Page ⇧P  
 Align & Distribute ^A  
 Order  
 ▶ To Front of Page ^⇧] (red)  
 ▶ To Back of Page ^⇧[ (red)  
 ▶ To Front of Layer ~⇧] (red)  
 ▶ To Back of Layer ~⇧[ (red)  
 ▶ Forward One ⇧] (red)  
 ▶ Back One ⇧[ (red)  
 Group ▶ Group Objects ⌘G  
 Group ▶ Ungroup Objects ⌘U  
 Combine ⌘L  
 Break Apart ⌘K  
 Convert to Curves ^Q  
 Convert Outline to Object ^⇧Q  
 Object Properties ^d

## Effects

Adjust ▶ Brightness/Contrast/Intensity ⌘B  
 Adjust ▶ Color Balance ⇧⌘B  
 Adjust ▶ Hue/Saturation/Lightness ⇧⌘U  
 Contour ^⇧C  
 Envelope ^⇧E  
 Lens ^⇧L

## Text

Text ^⇧T  
 Glyphs ^G  
 Insert Formatting Code ▶  
 Non-breaking Hyphen ⌘⇧-  
 Convert ~⇧⌘T  
 Align to Baseline ~⇧⌘B  
 Writing Tools ▶ Spell Check ~⇧⌘S

## Window

Close Window ⇧⇧W  
 Inspectors  
 ▶ Properties ^d  
 ▶ Object Styles ^S  
 ▶ Symbols ^⇧S  
 ▶ Align and Distribute ^A  
 ▶ Step and Repeat ^D  
 ▶ Text ▶ Text ^⇧T  
 ▶ Text ▶ Glyphs ^G  
 ▶ Effects ▶ Contour ^⇧C  
 ▶ Effects ▶ Envelope ^⇧E  
 ▶ Effects ▶ Lens ^⇧L  
 ▶ Color Styles ^C  
 ▶ Views ^V

## Other

Nudge **Arrow keys**  
 Super Nudge ⇧Arrow Keys  
 Micro Nudge ⌘Arrow Keys  
 Scroll ~Arrow Keys  
 Select Fill Color **Left click the swatch from the palette**  
 Select outline Color **^Left click the swatch from the palette**

## Toolbox

Pick  
 Shape  
 Crop  
 Zoom – Z  
 Freehand  
 Artistic Media – I  
 Rectangle  
 Ellipse  
 Polygon  
 Text – T  
 Parallel Dimension  
 Straight-Line Connector  
 Shadow  
 Transparency  
 Color Eyedropper  
 Interactive Fill

### Pick

- Pick V
- Freehand Pick
- Free Transform

### Shape Edit

- Shape A
- Smooth
- Smear
- Twirl
- Attract and Rapel
- Smudge
- Roughen

### Crop

- Crop
- Knife
- Virtual Segment Delete
- Eraser X

### Zoom

- Zoom Z
- Pan H

### Curve

- Freehand N
- 2-Point Line
- Bézier
- Pen ⇧N
- B-Spline
- Polyline
- 3-Point Curve

### Artistic Media

- Artistic Media I
- LiveSketch S
- Smart Drawing ⇧S

### Rectangle

- Rectangle R
- 3-Point Rectangle

### Ellipse

- Ellipse E
- 3-Point Ellipse

### Polygon Tools

- Polygon Y
- Star
- Spiral
- Common Shapes
- Impact tool
- Graph Paper D

### Text

- Text T
- Table

### Dimension

- Parallel Dimension
- Horizontal or Vertical Dimension
- Angular Dimension
- Segment Dimension
- 3-Point Callout

### Connector

- Connector
- Anchor Editing

### Interactive

- Shadow
- Contour
- Blend
- Distort
- Envelope
- Extrude
- Block Shadow

### Eyedropper

- Color Eyedropper
- Attributes Eyedropper

### Interactive Fill

- Interactive Fill G
- Smart Fill
- Mesh Fill M

# Quick Reference Card

Keyboard shortcuts – **Menus and menu commands**

**File**

- New **⌘N**
- New From Clipboard **⇧⌘N**
- Open **⌘O**
- Close Window **⇧⌘W**
- Save **⌘S**
- Save As **⇧⌘S**
- Import **⌘I**
- Export **⌘E**
- Print **⌘P**

**View**

- Full Screen Preview **⌘P**
- Zoom In **⌘+**
- Zoom Out **⌘-**
- Fit in Window **⌘2**
- Alignment Guides **⇧⌘A**
- Snap To ▶ Grid **⇧⌘Y**
- Snap To ▶ Guidelines **⇧⌘G**

**Edit**

- Undo **⌘Z**
- Redo **⇧⌘Z**
- Repeat **⌘R**
- Cut **⌘X**
- Copy **⌘C**
- Copy Visible **⇧⌘C**
- Paste Special ▶ Into Mask **⇧⌘V**
- Duplicate **⌘D**

**Adjust**

- Tone Curve **⌘T**
- Brightness/Contrast/Intensity **⌘B**
- Hue/Saturation/Lightness **⇧⌘U**
- Color Balance **⇧⌘B**

**Effects**

- Repeat ▶ Last Effect **⌘F**

**Image**

- Channels **⌘C**

**Object**

- Create ▶ Copy from Mask **⌘I**
- Create ▶ Cut from Mask **⇧⌘I**
- Text ▶ Fit Text To Path **⇧⌘F**
- Arrange
  - ▶ Align and Distribute **⌘A**
  - ▶ Group **⌘G**
  - ▶ Ungroup **⌘U**
  - ▶ Order ▶ To Front **⇧⌘]**
  - ▶ Order ▶ To Back **⇧⌘[**
  - ▶ Order ▶ Forward One **⌘]**
  - ▶ Order ▶ Back One **⌘[**
- Combine
  - ▶ Combine Objects Together **⇧⌘I**
  - ▶ Combine Objects with Background **⌘I**
  - ▶ Combine All Objects with Background **⇧⌘I**
- Feather **⇧⌘F**
- Objects **⌘O**
- Object Marquee **⇧⌘H**

**Mask**

- Select Entire Image **⌘A**
- Invert Mask **⇧⌘I**
- Remove **⇧⌘R**
- Paint On Mask **⌘K**
- Mask Marquee **⌘H**

**Window**

- Minimize **⌘M**
- Inspectors
  - ▶ Objects **⌘O**
  - ▶ Channels **⌘C**
  - ▶ Information **⌘N**
  - ▶ Align and Distribute **⌘A**
  - ▶ Artistic Media **⌘S**
  - ▶ Brush Settings **⌘B**
  - ▶ Color **⌘C**
  - ▶ Slices **⇧⌘S**
  - ▶ Movie **⌘A**

## Toolbox

- Object Pick
- Rectangle Mask
- Mask Transform – **M**
- Crop
- Zoom
- Clone
- Smear
- Effect
- Text – **T**
- Paint
- Rectangle
- Eraser – **X**
- Drop Shadow – **S**
- Object Transparency
- Eyedropper – **O**
- Fill

**Mask**

- Rectangle Mask **J**
- Ellipse Mask **⇧J**
- Magic Wand Mask **W**
- Lasso Mask **A**
- Magnetic Mask **4**
- Freehand Mask **K**
- Brush Mask **B**
- Planar Mask **8**
- Smart Selection Mask

**Crop**

- Crop **D**
- Straighten **⇧X**
- Perspective Correction **⇧C**
- Image Slicing **6**

**Zoom**

- Zoom **Z**
- Pan **H**

**Touch-Up**

- Clone Tool **C**
- Red-Eye Removal **5**
- Touch-up Brush **7**
- Healing Clone **0**

**Smear**

- Smear **⇧S**
- Twirl **⇧W**
- Attract **⇧A**
- Repel **⇧R**

**Brush**

- Paint **P**
- Image Sprayer **I**
- Undo brush **U**
- Replace Color Brush **Q**

**Rectangle**

- Rectangle **R**
- Ellipse **E**
- Polygon **Y**
- Line **L**
- Path **⇧N**

**Transparency**

- Object Transparency **1**
- Color Transparency **2**
- Object Transparency Brush **3**

**Fill**

- Fill **F**
- Interactive Fill **G**

**Paint Tools Preset**

- Art Brush
- Airbrush
- Spray Can
- Pencil
- Ballpoint Pen
- Calligraphic Pen
- Felt Tip
- Marker
- Hi-liter
- Chalk
- Crayon
- Charcoal
- Pastel
- Watercolor
- Artistic

Keyboard shortcuts highlighted in red.