

Guides	Show/Hide Smart Guides ⌘ + U				
Paste Special	Paste In Place ⌘ Shift + V	Paste In Front ⌘ + F	Paste In Back ⌘ + B		
Type	Adjust Size ⌘ Shift + </>	Adjust Tracking* ⌘ Opt + ←/→ <small>*multiple letters selected</small>	Adjust Kerning* ⌘ Opt + ←/→ <small>*cursor between letters</small>	Adjust Leading ⌘ Opt + ▲/▼	Create Outlines ⌘ Shift + O
Organization	Send Behind ⌘ + [Lock Selected ⌘ + 2	Send to Back ⌘ Shift + [Hide Selected ⌘ + 3	Group Selected ⌘ + G
	Bring Forward ⌘ +]	Unlock All Objects ⌘ Opt + 2	Bring to Front ⌘ Shift +]	Show All Objects ⌘ Opt + 3	Ungroup Selected ⌘ Shift + G
Frequent Tools	Direct Selection Tool A White Arrow	Selection Tool V Black Arrow	Type Tool T	Pen Tool P	Shapes M Marquis Rectangle L Ellipse Circle

COMMON SHORTCUTS

Select All ⌘ + A	Copy ⌘ + C	Paste ⌘ + V
Open File ⌘ + O	New File ⌘ + N	Close File ⌘ + W
Print ⌘ + P	Save ⌘ + S	Save As ⌘ Shift + S
Undo ⌘ + Z	Redo ⌘ Shift + Z	Quit ⌘ + Q
Show/Hide Guides ⌘ + ;	Lock/Unlock Guides ⌘ Opt + ;	Show/Hide Grid ⌘ + `

Step Backward ⌘ Opt + Z	Step Forward ⌘ Shift + Z	History	Paste Into Selection ⌘ Shift Opt + V	Paste In Place ⌘ Shift + V	Paste Special
		New Layer ⌘ Shift + N	Move Layer Up ⌘ +]	Move Layer To Top ⌘ Shift +]	
		Duplicate Selection to New Layer ⌘ + J	Duplicate Current Layer ⌘ + J	Move Layer Down ⌘ + [Move Layer To Bottom ⌘ Shift + [
Decrease Brush Size [Increase Brush Size]	Decrease Hardness Shift + [Increase Hardness Shift +]	Opacity 1 - 0	
		Deselect ⌘ + D	Reselect ⌘ Shift + D	Cnvert Path to Selection ⌘ + ⏎	Select Inverse ⌘ Shift + I
Transform ⌘ + T	Move Tool V Black Arrow	Type Tool T	Pen Tool P	Shapes U Hold Shift to cycle through shapes	

Content & Fitting	Import or Place ⌘ + D	Center Content ⌘ Shift + E	Fit Content to Frame ⌘ Opt + E	Fit Content Proportionally ⌘ Shift Opt + E	Organization	Send Behind ⌘ + [Send to Back ⌘ Shift + [Lock Selected ⌘ + L	Hide Selected ⌘ + 3	Group Selected ⌘ + G	Align Type Left ⌘ Shift + L	Align Type Right ⌘ Shift + R
	Paste Without Formatting ⌘ Shift + V	Fit Frame to Content or Text ⌘ Opt + C	Fill Frame Proportionally ⌘ Shift Opt + C	Bring Forward ⌘ +]	Bring to Front ⌘ Shift +]	Unlock All Objects ⌘ Opt + L	Show All Objects ⌘ Opt + 3	Ungroup Selected ⌘ Shift + G	Align Type Center ⌘ Shift + C			

Frequent Tools & Menus

Direct Selection Tool A White Arrow	Selection Tool V Black Arrow	Type Tool T	Rectangle Tool M	Frame Tool F	Export ⌘ + E
Pen Tool P	Ellipse Tool L	Text Frame Options ⌘ + B	Document Setup ⌘ Opt + P	Find/Change ⌘ + F	

ON WINDOWS
COMMAND = CONTROL
OPTION = ALT

The Graphic Designer's Periodic Table of ADOBE SHORTCUT KEYS

ILLUSTRATOR INDESIGN PHOTOSHOP

shutterstock blog