

# KEYBOARD SHORTCUTS MAC/PC

ACADEMY CLASS   
FIRST CLASS TRAINING FOR  
CREATIVES AND DEVELOPERS

## Basics for the Creative Suite

hand tool	hold Space
zoom in tool	Ctrl / Cmd - Space
zoom out tool	Ctrl / Cmd - Alt - Space
fit to window	Ctrl / Cmd - 0
100% size	Ctrl / Cmd - 1
cycle preview modes	F
move selection tool	V
add to selection	hold Shift
group objects / layers	Ctrl / Cmd - G
ungroup objects / layers	Shift - Ctrl / Cmd - G
copy with move tool	hold Alt
nudge selected	← → ← →
nudge more	hold Shift ← → ← →
undo the last step	Ctrl / Cmd - Z
direct path selection tool	A
select tools in group	Alt click the icon
preferences	Ctrl / Cmd - K
show / hide bounding box	Shift - Ctrl / Cmd - B
show / hide smart guides	Ctrl / Cmd - U
show / hide rulers	Ctrl / Cmd - R
show / hide guides	Ctrl / Cmd - ;

unlock / lock guides	Alt - Ctrl / Cmd - ;
clear guides	Alt - Shift - Ctrl / Cmd - ;
bring forward	Ctrl / Cmd - ]
bring to front	Shift - Ctrl / Cmd - ]
send backward	Ctrl / Cmd - [
send to back	Shift - Ctrl / Cmd - [
default colours	D
eyedropper	I
type tool	T
draw from centre	hold Alt
move while drawing	hold Space
constrain proportion	hold Shift

## Get quicker in Photoshop

undo more steps	Alt - Ctrl / Cmd - Z
crop tool	C
clear selected area	Del / Backspace
marquee tool	M
lasso tool	L
quick / magic wand	W
inverse selection	Shift - Ctrl / Cmd - I

fill with bcgr colour	Ctrl / Cmd - Del / Backspace
fill with frgr colour	Alt - Del / Backspace
fill dialog box	Shift - Del / Backspace
paste into selection	Shift - Ctrl / Cmd - V
paste outside	Alt - Shift - Ctrl / Cmd - V
free transform	Ctrl / Cmd - T
transform again	Shift - Ctrl / Cmd - T
new layer	Shift - Ctrl / Cmd - N
layer via copy	Ctrl / Cmd - J
layer via cut	Shift - Ctrl / Cmd - J
copy merged	Shift - Ctrl / Cmd - C
merge down	Ctrl / Cmd - E
merge visible	Shift - Ctrl / Cmd - E
duplicate layer	Shift - Ctrl / Cmd - Q
preserve transparency	/
brush / pencil tool	B
increase brush size	]
decrease brush size	[
increase softness	Shift - ]
increase hardness	Shift - [
healing brush	J



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dodge / burn / sponge	O
clone / pattern stamp	S
gradient / bucket tool	G
exchange the colours	X
unsharp mask	Alt - Shift - Ctrl / Cmd - U
gaussian blur	Alt - Shift - Ctrl / Cmd - G

## Master drawing in Illustrator

redo	Shift - Ctrl / Cmd - Z
pen tool	P
pencil	N
swap fill / stroke colour	Shift - X
fill / stroke with none	/
layer outline mode	Ctrl / Cmd click on eye
selection with pen tool	hold Ctrl / Cmd
move with pen tool	hold Space
convert anchor point	hold Alt
join points	Ctrl / Cmd - J
scissors	C
make compound path	Ctrl / Cmd - 8
release compound path	Alt - Ctrl / Cmd - 8

lock selected	Ctrl / Cmd - 2
lock deselected	Alt - Shift - Ctrl / Cmd - 2
unlock all	Alt - Ctrl / Cmd - 2
hide selected	Ctrl / Cmd - 3
hide deselected	Alt - Shift - Ctrl / Cmd - 3
unhide all	Alt - Ctrl / Cmd - 3
paste in front	Ctrl / Cmd - F
make clipping mask	Ctrl / Cmd - 7
release clipping mask	Alt - Ctrl / Cmd - 7
make live paint	Alt - Ctrl / Cmd - X
make blend	Alt - Ctrl / Cmd - B
release blend	Alt - Shift - Ctrl / Cmd - B
gradient mesh	U

## Create layouts in InDesign

fit spread in window	Alt - Ctrl / Cmd - 0
entire pasteboard	Alt - Shift - Ctrl / Cmd - 0
first page	Shift - Ctrl / Cmd - PgUp
next spread	Alt - PgDown
last page	Shift - Ctrl / Cmd - PgDown
previous spread	Alt - PgUp

add page	Shift - Ctrl / Cmd - P
select first object above	Alt - Shift - Ctrl / Cmd - ]
select next object above	Alt = Ctrl / Cmd - ]
select next object below	Alt = Ctrl / Cmd - [
select last object below	Alt - Shift - Ctrl / Cmd - [
paste in place	Alt - Shift - Ctrl / Cmd - V
paste into	Alt - Ctrl / Cmd - V
paste without formatting	Shift - Ctrl / Cmd - V
place	Ctrl / Cmd - D
centre content	Shift - Ctrl / Cmd - E
fit content to frame	Alt - Ctrl / Cmd - E
fit proportionally	Alt - Shift - Ctrl / Cmd - E
fit frame to content	Alt - Ctrl / Cmd - C
text frame options	Ctrl / Cmd - B
show text threads	Alt - Ctrl / Cmd - Y
table options	Alt - Shift - Ctrl / Cmd - B
cell options	Alt - Ctrl / Cmd - B
select all guides	Alt - Ctrl / Cmd - G
quick apply	Ctrl - Enter
find / change	Ctrl / Cmd - F
check spelling	Ctrl / Cmd - I
overprint preview	Alt - Shift - Ctrl / Cmd - Y



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