



# Illustrator CC 2019 tools all 99 tools plus shortcuts and modifiers



## SELECTION TOOLS

- Selection (V)** cmd/ctrl invokes Direct Selection; opt/alt duplicates; shift constrains motion and scales proportionally; spacebar invokes panning hand; double-clicking group enters isolation mode
- Direct Selection (A)** cmd/ctrl = Selection; opt/alt = all anchor points; shift constrains; spacebar = hand
- Group Selection** opt/alt = Direct Selection; shift key stops group selection; spacebar = hand
- Magic Wand (Y)** double-click for panel options; cmd/ctrl invokes last-used selection tool; shift adds to selected colors; opt/alt takes away from selected colors; spacebar invokes panning hand
- Lasso (Q)** cmd/ctrl invokes last-used selection tool; shift adds to selected anchor points; opt/alt deselects anchor points; spacebar invokes hand

## DRAWING AND TYPE TOOLS

- Pen (P)** cmd/ctrl invokes last-used selection tool; shift constrains to 0°, 45°, 90°; opt/alt invokes Convert Anchor Point tool; spacebar interrupts to move anchor point; cmd/ctrl + opt/alt selects all anchor points
- Add Anchor Point (+)** opt/alt = Delete Anchor Point tool; cmd/ctrl = selection tool; spacebar = panning hand
- Delete Anchor Point (-)** opt/alt = Add Anchor Point tool; cmd/ctrl = selection tool; spacebar = pan hand
- Anchor Point (Shift+C)** drag anchor to curve; click anchor to make sharp corner; shift constrains to 0°, 45°, 90°; opt/alt duplicates path; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Curvature Tool (Shift+~)** opt/alt = continue adding points; double-click to toggle smooth or corner sharp; cmd/ctrl = selection tool; spacebar = panning hand
- Type (T)** click = point type; drag = area/paragraph type; return/enter = new line or paragraph; click a path shape to convert to area type; cmd/ctrl = last-used selection tool; shift = Vertical Type tool; double-click tool = Area Type options
- Area Type** clicks on the path of a drawn object to convert to a type area; cmd/ctrl invokes last-used selection tool; click near top of type area to insert cursor; double-click tool for Area Type options
- Type on a Path (Shift+T)** double-click for Type on a Path options; shift = Vertical Type on a Path tool; while dragging center bracket, hold cmd/ctrl key to prevent flipping over path; cmd/ctrl invokes last-used selection tool
- Vertical Type** click = point type; drag = area/para. type; return/enter = new line; click path shape = convert to area type object; shift key = Type tool; dbl-click tool = Area Type options; cmd/ctrl = last-used selection tool
- Vertical Area Type** double-click tool for Area Type options; clicks on the path of a drawn object to convert to a type area; click near top of type area to insert cursor; cmd/ctrl invokes last-used selection tool
- Vertical Type on a Path** double-click for Type on a Path options; shift invokes Type on a Path tool; while dragging center bracket, hold cmd/ctrl key to prevent flipping over path; cmd/ctrl invokes last-used selection tool

- Touch Type (Shift+T)** click a letter starts touch type manipulation including move and rotate; opt/alt = Hand tool; cmd/ctrl = white direct selection tool
- Line Segment (\)** dbl-click tool or click artboard for Line Segment Tool options; shift constrains; opt/alt draws from center; spacebar drag to move; ~ key drag draws array of lines; cmd/ctrl invokes last-used selection tool
- Arc** double-click tool or click artboard for Arc Segment Tool options; shift constrains proportions; opt/alt draws from center; spacebar interrupts drawing to move; Tilde ~ key plus drag draws array of arc segments; C while dragging makes closed/open arc; F or X while dragging flips arc to a concave/convex path; ↑/↓ arrow keys while dragging changes arc angle in 5% increments; cmd/ctrl invokes last-used selection tool
- Spiral** double-click tool or click artboard for Spiral options; cmd/ctrl while dragging changes decay rate; shift constrains to 0°, 45°, 90°; opt/alt while dragging adds or subtracts winds from spiral while changing length of spiral; spacebar interrupts drawing to move object; cmd/ctrl plus opt/alt to reset the spiral tool
- Rectangular Grid** dbl-click tool or click artboard for Rectangular Grid Tool options; cmd/ctrl = last-used selection tool; shift constrains square; opt/alt draws from center; spacebar interrupts drawing to move; V F C or X while dragging to change skew values by 10%; ↑/↓/←/→ arrow keys while dragging to change number of lines
- Polar Grid** double-click tool or click artboard for Polar Grid Tool options; cmd/ctrl invokes last-used selection tool; shift constrains to square; opt/alt draws from center; spacebar interrupts drawing to move; V or F or C or X while dragging to change skew values by 10%; ↑/↓/←/→ arrow keys while dragging to change number of lines
- Rectangle (M)** click the artboard for Rectangle dialog box; cmd/ctrl invokes last-used Selection tool; shift constrains square; opt/alt draws from center; spacebar interrupts drawing to move object
- Rounded Rectangle** click the artboard for Rounded Rectangle dialog box; cmd/ctrl invokes last-used Selection tool; shift constrains square; opt/alt draws from center; spacebar interrupts drawing to move object; ↑/↓ arrows change corner radius in 1pt increments
- Ellipse (L)** click the artboard for Ellipse dialog box; shift constrains to circle; opt/alt draws from center; spacebar interrupts drawing to move object; cmd/ctrl invokes last-used selection tool
- Polygon** click artboard for Polygon dialog box; cmd/ctrl = last-used selection tool; shift constrains bottom horizontal; opt/alt draws from center; spacebar drag to move; ↑/↓ arrows while dragging = number of sides
- Star** click the artboard for Star dialog box; cmd/ctrl invokes last-used Selection tool; shift constrains bottom side horizontal; opt/alt draws from center; spacebar interrupts drawing to move object; ↑/↓ arrows while dragging changes number of sides; cmd/ctrl while dragging holds inner radius still
- Flare** double-click tool or click the artboard for Flare Tool options; drag to place the center handle of the flare, then drag to set the size of the center, the size of the halo, and to rotate angle of rays. While dragging, press Shift to constrain rays. ↑/↓ arrow to add or subtract rays; cmd/ctrl to hold the center of the flare constant. Drag again to add rings to the flare and place end handle. While dragging, ↑/↓ arrows add or subtract rings. Tilde key randomly places rings. Each element [center, halo, rings, and rays] is filled with color at different opacity settings

- Paintbrush (B)** double-click for Paintbrush Tool options; shift constrains to 0°, 45°, 90°; opt/alt invokes Smooth tool; cmd/ctrl invokes last-used selection tool
- Blob Brush (Shift+B)** double-click tool = Blob Brush Tool options; shift constrains; opt/alt invokes Smooth tool; works with calligraphy brushes; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Shaper Tool (Shift+N)** this tool is meant for touchscreen gestures; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Pencil (N)** double-click tool for Pencil Tool options; cmd/ctrl invokes last-used selection tool; opt/alt invokes Smooth tool; opt/alt dragging closes path; cmd/ctrl while dragging connects two selected paths
- Smooth** double-click for Smooth Tool options; cmd/ctrl = last-used selection tool; spacebar = panning hand
- Path Eraser** opt/alt = Smooth tool; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Join Tool** cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Eraser (Shift+E)** double-click for Eraser Tool Options dialog; square bracket keys resize brush diameter; shift constrains; opt/alt drag erases rectangular region; cmd/ctrl = last-used selection tool; spacebar = panning hand
- Scissors (C)** opt/alt = Add Anchor Point; cmd/ctrl = selection tool; space = hand
- Knife** opt/alt = straight; cmd/ctrl = last-used selection tool; spacebar = pan hand

## TRANSFORM & RESHAPING TOOLS

- Rotate (R)** double-click tool = Rotate dialog box; opt/alt click to set centerpoint of rotation; cmd/ctrl = last-used selection tool; shift dragging constrains; drag then opt/alt rotates a copy; spacebar = panning hand
- Reflect (O)** double-click tool for Reflect dialog box; opt/alt click to set axis reference point; click once, reposition, then click second time to set reflection axis; cmd/ctrl invokes last-used selection tool; shift dragging constrains to 90°; drag then opt/alt rotates a copy; spacebar invokes panning hand
- Scale (S)** double-click tool for Scale dialog box; shift drag to scale horizontally, vertically, or proportionally by shift-dragging diagonally; opt/alt scales a copy; click to set vanishing reference point, then reposition mouse and drag toward or away from vanishing point; cmd/ctrl = last-used selection tool; spacebar = panning hand
- Shear** double-click for Shear dialog box; opt/alt click to set reference point and open Shear dialog; click once, reposition, then drag to slant; cmd/ctrl invokes last-used selection tool; shift drag constrains width or height; drag then opt/alt shears a copy
- Reshape** position cursor over the anchor point or a path segment and click to make focus; shift-click to add more focus points; cmd/ctrl invokes selection tool; shift-dragging constrains; opt/alt dragging duplicates; spacebar = panning hand
- Width (Shift+W)** double-click for Width Point Edit dialog box; shift double-click to also adjust width of adjoining points; drag two different points onto each other to make discontinuous width point; opt/alt drag for non-uniform width; opt/alt drag width point to duplicate; opt/alt shift drag to copy and move all points on path
- Warp (Shift+R)** double-click tool for Warp Tool Options dialog box; shift dragging constrains to 90°; opt/alt drag to change brush ellipse; shift opt/alt drag changes brush circular diameter; spacebar invokes pan hand; cmd/ctrl invokes last-used selection tool



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## TRANSFORM & RESHAPING TOOLS CONTINUES...

- Twirl** double-click tool for Twirl Tool Options dialog box; otherwise same as Warp tool
- Pucker** double-click for Pucker Tool Options dialog box; otherwise same as Warp tool
- Bloat** dbl-click tool for Bloat Tool Options dialog box; otherwise same as Warp tool
- Scallop** dbl-click for Scallop Tool Options dialog box; otherwise same as Warp tool
- Crystallize** dbl-click for Crystallize Tool Options dialog box; otherwise same as Warp
- Wrinkle** double-click tool for Options dialog box; otherwise same as Warp tool
- Puppet Warp** click to add pins; drag on or near a pin to move or rotate the mesh
- Free Transform (E)** drag bounding box handle to scale; shift drag handle to scale proportionately; opt/alt shift drag handle to scale from center; drag near handle to rotate; shift drag near handle constrains to 0°, 45°, 90°; spacebar invokes panning hand; cmd/ctrl invokes last-used selection tool
- Shape Builder (Shift+M)** drag to merge selected objects; opt/alt drag to remove object regions; shift drag to marquee select objects
- Live Paint Bucket (K)** double-click tool for Options; click to paint face; drag to paint multiple faces; double-click to flood into adjacent faces; triple-click to paint all faces with same fill; shift paints strokes only; click edge to stroke; double-click edge to stroke all connected edges; triple-click an edge to stroke all edges of same stroke; cmd/ctrl = last-used selection tool; opt/alt = eyedropper; spacebar = pan hand
- Live Paint Selection (Shift+L)** double-click tool for Live Paint Selection Options; click to select face or edge; drag to select multiple faces and edges; double-click to select contiguous faces; triple-click to select all faces or edges with same fill or stroke; shift click or shift drag to add or remove items from selection; cmd/ctrl invokes last-used selection tool; opt/alt invokes eyedropper; spacebar invokes panning hand
- Perspective Grid Tool (Shift+V)** dbl-click tool for Perspective Grid Options; shift drag constrains vertically; opt/alt click vanishing plane handle to change view
- Perspective Selection (Shift+M)** shift drag vanishing plane handle or object to move; opt/alt drag vanishing plane handle or object to copy;

## GRADIENT, MESH, & BLEND TOOLS

- Mesh (U)** click to add a mesh point; opt/alt to remove a mesh point; shift to drag a mesh point along mesh line; spacebar invokes panning hand; cmd/ctrl to invoke last-used selection tool
- Gradient (G)** opt/alt dragging gradient annotator endpoint changes radius and angle; opt/alt dragging across multiple selected objects makes multiple gradient sliders; shift constrains; cmd/ctrl = last-used selection tool; spacebar = hand
- Eyedropper (I)** double-click tool for Eyedropper Options; opt/alt applies attributes to unselected object; shift click to sample only color from a portion of gradient, pattern, mesh, or image; shift then opt/alt to add the appearance attributes to selected object; cmd/ctrl = last-used selection tool; spacebar = panning hand
- Measure** double-click tool for Guides and Grid prefs; cmd/ctrl = selection tool; shift constrains; spacebar = panning hand
- Blend (W)** double-click tool for Blend Options; opt/alt click blend object for Blend Options; spacebar invokes panning hand; cmd/ctrl invokes last-used selection tool; edit spine with pen or selection tool

## SYMBOL TOOLS

- Symbol Sprayer (Shift+S)** double-click for Symbolism Tools Options dialog box; square brackets change brush size; shift square brackets changes intensity; opt/alt key reverses action; spacebar invokes panning hand; cmd/ctrl invokes last-used selection tool
- Symbol Shifter** double-click for Symbolism Tools Options dialog box; square brackets change brush size; shift square brackets changes intensity; opt/alt key reverses action; shift brings symbol instances forward; shift opt/alt sends symbol instances backward; spacebar invokes panning hand; cmd/ctrl invokes last-used selection tool
- Symbol Scruncher** same as Symbol Sprayer tool
- Symbol Sizer** double-click for Symbolism Tools Options dialog box; square brackets change brush size; shift square brackets changes intensity; opt/alt key reverses action; shift removes symbol instances; spacebar invokes panning hand
- Symbol Spinner** double-click for Symbolism Tools Options dialog box; spacebar invokes panning hand; cmd/ctrl invokes last-used selection tool
- Symbol Stainer** double-click for Symbolism Tools Options dialog box; square brackets change brush size; shift square brackets changes intensity; opt/alt key reverses action; shift maintains tint intensity; spacebar invokes panning hand
- Symbol Screener** same as Symbol Sprayer tool
- Symbol Styler** double-click for Symbolism Tools Options dialog box; square brackets change brush size; shift square brackets changes intensity; opt/alt key reverses action; shift maintains style intensity; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand

## GRAPH TOOLS

- Column Graph (J)** click or drag on artboard to define area size; shift constrains to square; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand; edit with Group Selection tool
- Stacked Column Graph** click or drag on artboard to define size; same as column graph; edit with Group Selection tool
- Bar Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Stacked Bar Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Line Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Area Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Scatter Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Pie Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool
- Radar Graph** click or drag on artboard to define area size; same as column graph; edit with Group Selection tool

## ARTBOARD & HTML & NAVIGATION TOOLS

- Artboard (Shift+O)** double-click for Artboard options; cmd/ctrl invokes last-used selection tool; shift constrains to draw square artboard; opt/alt duplicates current artboard and objects; spacebar invokes panning hand
- Slice (Shift+K)** shift drag to constrain square; opt/alt drag to draw from center; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Slice Select** click to select; shift click to select multiple slices; shift drag selects multiple slices; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand
- Hand (H)** double-click fits artboard in window; drag to pan view; cmd/ctrl invokes last-used selection tool
- Print Tiling** click or drag to position; double-click to reset; cmd/ctrl = last-used selection tool; spacebar = panning hand
- Zoom (Z)** double-click zooms to 100%; aka Actual Size; opt/alt zooms out; cmd/ctrl invokes last-used selection tool; spacebar invokes panning hand

## FILL & STROKE & APPLY CONTROLS

- Fill Button** double-click fill button for Color Picker; x activates stroke or fill
- Stroke Button (X)** double-click for Color Picker; x activates fill or stroke
- Swap Fill and Stroke (Shift X)** shift x swaps fill color for stroke color on the selected object
- Default Fill and Stroke (D)** this sets the fill color to white and the stroke color to black on the selected object
- Apply Color (<)** sets the activated stroke or fill to the current color or the last color that was used
- Apply Gradient (>)** applies the last-used gradient; cmd/ctrl click resets mid-point blend diamond to 50% position
- Apply None (/)** sets the activated stroke or fill to none

## DRAW NORMAL OR BEHIND OR INSIDE MODES

- Draw Normal (Shift D)** is the default drawing mode that you normally use most of the time; new objects stack upwards as you draw them
- Draw Behind (Shift D)** causes new objects to stack downwards and is honored when creating layers; placing symbols or files; opt/alt dragging; and Paste in Place
- Draw Inside (Shift D)** this essentially works to make a clipping mask, but retains the object's fill and stroke appearance

## SCREEN MODES

- Normal Screen Mode (F)** displays artwork in a standard window, with a menu bar at the top and scroll bars on the sides
- Full Screen with Menu Bar (F)** displays artwork in a full-screen window, with a menu bar at the top and scroll bars
- Full Screen Mode (F)** displays artwork in a full-screen window, with no title bar nor menu bar nor any panels