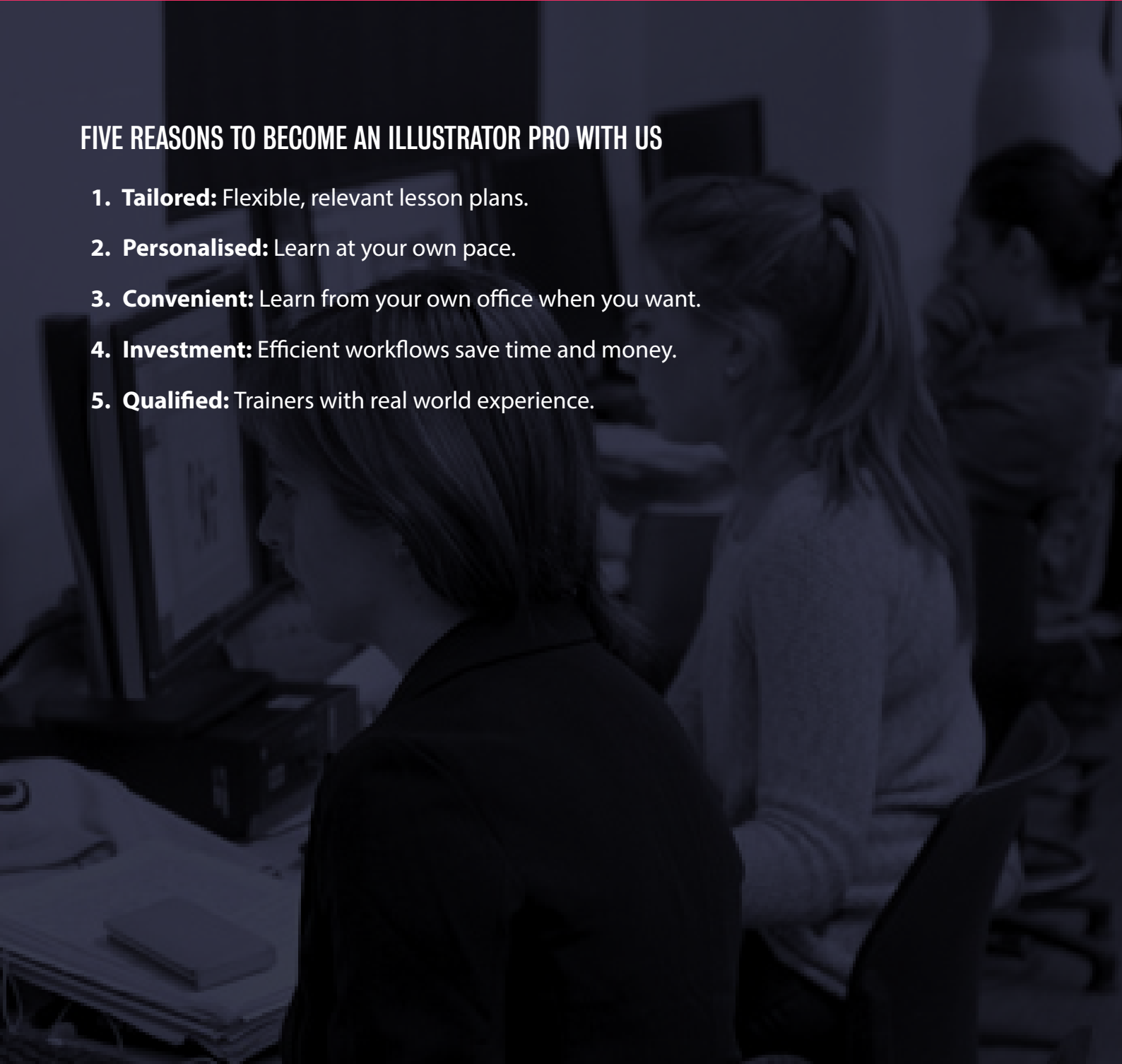


TAILORED ILLUSTRATOR TRAINING

When, where and how you want it

FIVE REASONS TO BECOME AN ILLUSTRATOR PRO WITH US

1. **Tailored:** Flexible, relevant lesson plans.
 2. **Personalised:** Learn at your own pace.
 3. **Convenient:** Learn from your own office when you want.
 4. **Investment:** Efficient workflows save time and money.
 5. **Qualified:** Trainers with real world experience.
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ILLUSTRATOR KEYBOARD SHORTCUTS

Below are our favourite keyboard shortcuts when using Illustrator. These can be used for both Mac and PC.

When using PC use Ctrl and Alt. However if you are on a Mac use Cmd and Opt instead.

Tools

Direct Selection.....	A
Paintbrush.....	B
Scissors.....	C
Default.....	D
Free Transform.....	E
Toggle Screen Mode.....	F
Gradient.....	G
Hand.....	H
Eyedropper.....	I
Column Graph.....	J
Live Paint Bucket.....	K
Ellipse.....	L
Rectangle.....	M
Pencil.....	N
Reflect.....	O
Pen.....	P
Lasso.....	Q
Rotate.....	R
Scale.....	S
Type.....	T
Mesh.....	U
Selection.....	V
Blend.....	W
Toggle Fill/Stroke.....	X
Magic Wand.....	Y
Zoom.....	Z

File

New.....	Ctrl/Cmd-N
Open.....	Ctrl/Cmd-O
Close.....	Ctrl/Cmd-W
Save.....	Ctrl/Cmd-S
Save As.....	Ctrl/Cmd-Shift-S
Export.....	Ctrl/Cmd-E
Print.....	Ctrl/Cmd-P
Quit/Exit.....	Ctrl/Cmd-Q

View

Zoom In or Out.....	Ctrl/Cmd-plus(+) or Ctrl/Cmd-minus(-)
Fit Page in Window.....	Ctrl/Cmd-0 (zero)
Fit Spread in Window.....	Ctrl/Cmd-Alt/Opt-0 (zero)
Toggle between current and previous zoom levels.	Ctrl/Cmd-Alt/Opt-2

Edit

Cut.....	Ctrl/Cmd-X
Copy.....	Ctrl/Cmd-C
Paste.....	Ctrl/Cmd-V
Undo.....	Ctrl/Cmd-Z
Redo.....	Ctrl/Cmd-Shift-Z
Select All.....	Ctrl/Cmd-A
Deselect All.....	Ctrl/Cmd-Shift-A
Duplicate.....	Ctrl/Cmd-Alt/Opt-Shift-D

Type

Increase Font Size.....	Ctrl/Cmd-Shift->
Decrease Font Size.....	Ctrl/Cmd-Shift-<
Increase Leading Size.....	Ctrl/Cmd-Shift-(up arrow)
Decrease Leading Size.....	Ctrl/Cmd-Shift-(down arrow)

Object

Bring Forward.....	Ctrl/Cmd-]
Bring to Front.....	Ctrl/Cmd-Shift-]
Send Backward.....	Ctrl/Cmd-[
Send to Back.....	Ctrl/Cmd-Shift-[
Group.....	Ctrl/Cmd-G
Ungroup.....	Ctrl/Cmd-Shift-G
Move by Increment (set in Preferences).....	any arrow key
Move by Increment x 10.....	Shift-any arrow key
Move by Increment x 1/10.....	Ctrl/Cmd-Shift-any arrow key