

Quick Reference Card

Keyboard shortcuts – Menus and menu commands

File

New **Ctrl+N**
Open **Ctrl+O**
Save **Ctrl+S**
Save As **Ctrl+Shift+S**
Import **Ctrl+I**
Export **Ctrl+E**
Print **Ctrl+P**
Exit **Alt+F4**

Edit

Undo **Ctrl+Z**
Redo **Ctrl+Shift+Z**
Repeat **Ctrl+R**
Cut **Ctrl+X**
Copy **Ctrl+C**
Paste **Ctrl+V**
Delete **Delete**
Duplicate **Ctrl+D**
Step and Repeat **Ctrl+Shift+D**
Find and Replace ▶ Find Objects **Ctrl+F**

View

Full Screen Preview **F9**
View Manager **Ctrl+F2**
Alignment Guides **Alt+Shift+A**
Dynamic Guides **Alt+Shift+D**
Snap to ▶ Document Grid **Alt+Y**
Snap to ▶ Objects **Alt+Z**
Snap Off **Alt+Q**

Object

Symbol ▶ Symbol Manager **Ctrl+F3**
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 **Ctrl+Shift+A**
Order
▶ To Front of Page **Ctrl+Home**
▶ To Back of Page **Ctrl+End**
▶ To Front of Layer **Shift+PgUp**
▶ To Back of Layer **Shift+PgDn**
▶ Forward One **Ctrl+PgUp**
▶ Back One **Ctrl+PgDn**
Combine **Ctrl+L**
Break Apart **Ctrl+K**
Group ▶ Group Objects **Ctrl+G**
Group ▶ Ungroup Objects **Ctrl+U**
Convert to Curves **Ctrl+Q**
Convert Outline to Object **Ctrl+Shift+O**
Object Properties **Alt+Enter**

Effects

Adjust ▶ Brightness/Contrast/Intensity **Ctrl+B**
Adjust ▶ Color Balance **Ctrl+Shift+B**
Adjust ▶ Hue/Saturation/Lightness **Ctrl+Shift+U**
Contour **Ctrl+F9**
Envelope **Ctrl+F7**
Lens **Alt+F3**

Text

Text Properties **Ctrl+T**
Edit Text **Ctrl+Shift+T**
Insert Formatting Code ▶
Non-breaking Hyphen **Ctrl+Shift+-**
Insert Formatting Code ▶
Optional Hyphen **Ctrl+-**
Insert Character **Ctrl+F11**
Convert **Ctrl+F8**
Align to Baseline **Alt+F12**
Writing Tools ▶ Spell Check **Ctrl+F12**

Tools

Options **Ctrl+J**
Scripts ▶ Script Manager **Alt+Shift+F11**
Scripts ▶ Script Editor **Alt+F11**
Scripts ▶ Visual Studio Editor **Alt+Shift+F12**
Scripts ▶ Stop Recording **Ctrl+Shift+O**
Scripts ▶ Record Temporary Script **Ctrl+Shift+R**
Scripts ▶ Run Temporary Script **Ctrl+Shift+P**

Window

Refresh Window **Ctrl+W**
Close Window **Ctrl+F4**
Dockers
▶ Object Properties **Alt+Enter**
▶ Object Styles **Ctrl+F5**
▶ Symbol Manager **Ctrl+F3**
▶ Align and Distribute **Ctrl+Shift+A**
▶ Step and Repeat **Ctrl+Shift+D**
▶ Effects ▶ Contour **Ctrl+F9**
▶ Effects ▶ Envelope **Ctrl+F7**
▶ Effects ▶ Lens **Alt+F3**
▶ Text ▶ Text Properties **Ctrl+T**
▶ Text ▶ Glyphs **Ctrl+F11**
▶ Color Styles **Ctrl+F6**
▶ View Manager **Ctrl+F2**
▶ Scripts **Alt+Shift+F11**

Other

Nudge **Arrow keys**
Super Nudge **Shift+Arrow Keys**
Micro Nudge **Ctrl+Arrow Keys**
Scroll **Alt+Arrow Keys**
Select Fill Color **Left click the swatch from the palette**
Select outline Colour **Right click the swatch from the palette**

Help

Product Help Topics **F1**

Toolbox

- Pick
- Shape
- Crop
- Zoom – Z
- Freehand
- Artistic Media – I
- Rectangle
- Ellipse
- Polygon
- Text – F8
- Parallel Dimension
- Straight-Line Connector
- Shadow Tool
- Transparency
- Color Eyedropper
- Interactive Fill
- Quick customize

Pick

- Pick
- Freehand Pick
- Free Transform

Shape Edit

- Shape **F10**
- Smooth
- Smear
- Twirl
- Attract and Rapel
- Smudge
- Roughen

Crop

- Crop
- Knife
- Virtual Segment Delete
- Eraser **X**

Zoom

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

Curve

- Freehand **F5**
- 2-Point Line
- Bézier
- Pen
- B-Spline
- Polyline
- 3-Point Curve

Artistic Media

- Artistic Media **I**
- LiveSketch **S**
- Smart Drawing **Shift+S**

Rectangle

- Rectangle **F6**
- 3-Point Rectangle

Ellipse

- Ellipse **F7**
- 3-Point Ellipse

Polygon Tools

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

Text

- Text **F8**
- 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 **Ctrl+N**
 New From Clipboard **Ctrl+Shift+N**
 Open **Ctrl+O**
 Save **Ctrl+S**
 Save As **Ctrl+Shift+S**
 Acquire Image ▶ Select TWAIN Source **Ctrl+Shift+Q**
 Acquire Image ▶ Acquire **Ctrl+Q**
 Import **Ctrl+I**
 Export **Ctrl+E**
 Print **Ctrl+P**
 Exit **Alt+F4**

Edit

Undo **Ctrl+Z**
 Redo **Ctrl+Shift+Z**
 Repeat Last Command **Ctrl+R**
 History **Alt+F9**
 Cut **Ctrl+X**
 Copy **Ctrl+C**
 Copy Visible **Ctrl+Shift+C**
 Paste ▶ Paste As New Object **Ctrl+V**
 Paste ▶ Into Mask **Ctrl+Shift+V**
 Duplicate **Ctrl+D**

Image

Channels **Ctrl+F9**

View

Full Screen Preview **F9**
 Zoom In **F2**
 Zoom Out **F3**
 Fit in Window **F4**
 Grid **Ctrl+Shift+E**
 Alignment Guides **Alt+Shift+A**
 Snap To ▶ Grid **Ctrl+Y**
 Snap To ▶ Guidelines **Ctrl+Shift+Y**

Effects

Repeat ▶ Last Effect **Ctrl+F**

Adjust

Tone Curve **Ctrl+T**
 Brightness/Contrast/Intensity **Ctrl+B**
 Hue/Saturation/Lightness **Ctrl+Shift+U**
 Color Balance **Ctrl+Shift+B**

Object

Create ▶ Copy from Mask **Ctrl+UpArrow**
 Create ▶ Cut from Mask **Ctrl+Shift+UpArrow**
 Text ▶ Fit Text To Path **Ctrl+Alt+F**
 Arrange
 ▶ Align and Distribute **Ctrl+Shift+A**
 ▶ Group **Ctrl+G**
 ▶ Ungroup **Ctrl+U**
 ▶ Order ▶ To Front **Shift+PgUp**
 ▶ Order ▶ To Back **Shift+PgDn**
 ▶ Order ▶ Forward One **Ctrl+PgUp**
 ▶ Order ▶ Back One **Ctrl+PgDn**
 Combine
 ▶ Combine Objects Together **Ctrl+Alt+DnArrow**
 ▶ Combine Objects with Background **Ctrl+DnArrow**
 ▶ Combine All Objects with Background **Ctrl+Shift+DnArrow**
 Feather **Ctrl+Shift+F**
 Object Manager **Ctrl+F7**
 Show Object Marquee **Ctrl+Shift+H**

Tools

Options **Ctrl+J**
 Scripts ▶ Script Manager **Alt+Shift+F11**
 Scripts ▶ Script Editor **Alt+F11**
 Scripts ▶ Visual Studio Editor **Alt+Shift+F12**

Mask

Create ▶ Mask from Object **Ctrl+M**
 Select Entire Image **Ctrl+A**
 Invert **Ctrl+Shift+I**
 Remove Mask **Ctrl+Shift+R**
 Paint On Mask **Ctrl+K**
 Show Mask Marquee **Ctrl+H**

Window

Refresh Window **Ctrl+W**
 Close Window **Ctrl+F4**
 Cascade **Shift+F5**
 Maximize Work Area **Backspace**
 Hide Window **Ctrl+Shift+F4**
 Dockers
 ▶ Object Manager **Ctrl+F7**
 ▶ Channels **Ctrl+F9**
 ▶ Path **Alt+F10**
 ▶ Image Info **Ctrl+F1**
 ▶ Align and Distribute **Ctrl+Shift+A**
 ▶ Artistic Media **Ctrl+F10**
 ▶ Brush Settings **Ctrl+F8**
 ▶ Color **Ctrl+F2**
 ▶ Palettes **Ctrl+F5**
 ▶ Slices **Alt+F1**
 ▶ Recorder **Ctrl+F3**
 ▶ History **Alt+F9**
 ▶ Movie **Ctrl+F11**
 ▶ Scripts **Alt+Shift+F11**

Help

Product Help Topics **F1**

Toolbox

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

Mask

Rectangle Mask **R**
 Ellipse Mask **J**
 Magic Wand Mask **W**
 Lasso Mask **A**
 Magnetic Mask **4**
 Freehand Mask **K**
 Brush Mask **B**
 Planar Mask **8**

Crop

Crop **D**
 Straighten **Shift+X**
 Perspective Correction **Shift+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 **Shift+S**
 Twirl **Shift+W**
 Attract **Shift+A**
 Repel **Shift+R**

Brush

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

Rectangle

Rectangle **F6**
 Ellipse **F7**
 Polygon **Y**
 Line **L**
 Path **F10**

Transparency

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

Fill

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

Paint Tools Toolbar

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