

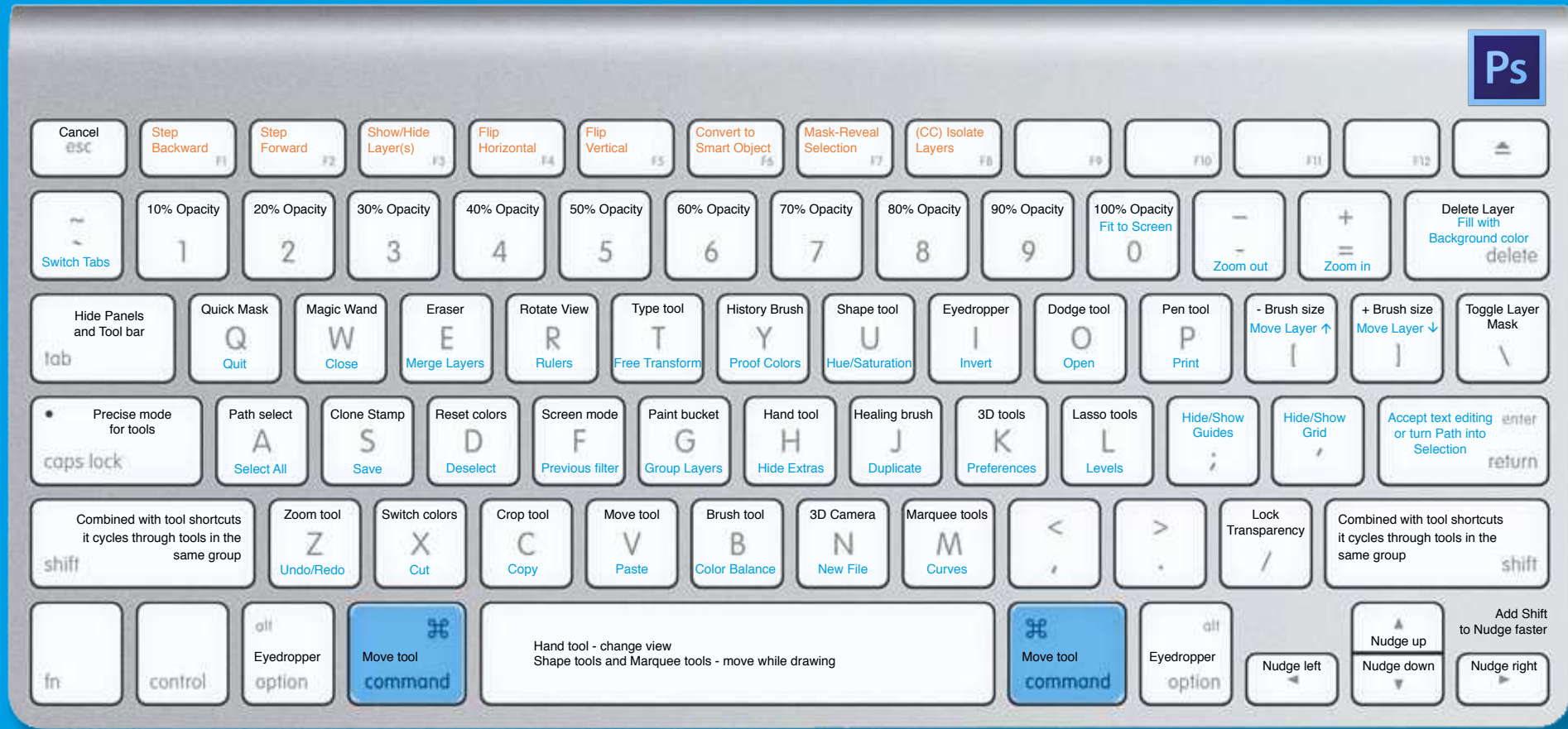
# KEYBOARD SHORTCUTS



A collection of most commonly used keyboard shortcuts for designers. Learn more about them from **Yes I'm a Designer** courses!

## PHOTOSHOP SHORTCUTS

Become a design virtuoso and learn all the shortcuts!  
Keyboard Shortcuts can save you tons of time.



Color codes:



Keys pressed



Keys pressed together with Cmd/Ctrl



Recommended Custom Keyboard Shortcuts

- Edit > Keyboard Shortcuts to customize

- Use F1, F2, etc. as standard function Keys (on Mac go to System Preferences > Keyboard)

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## ILLUSTRATOR SHORTCUTS

Good to Know

Double click tools to bring up options.



Color codes:



Keys pressed



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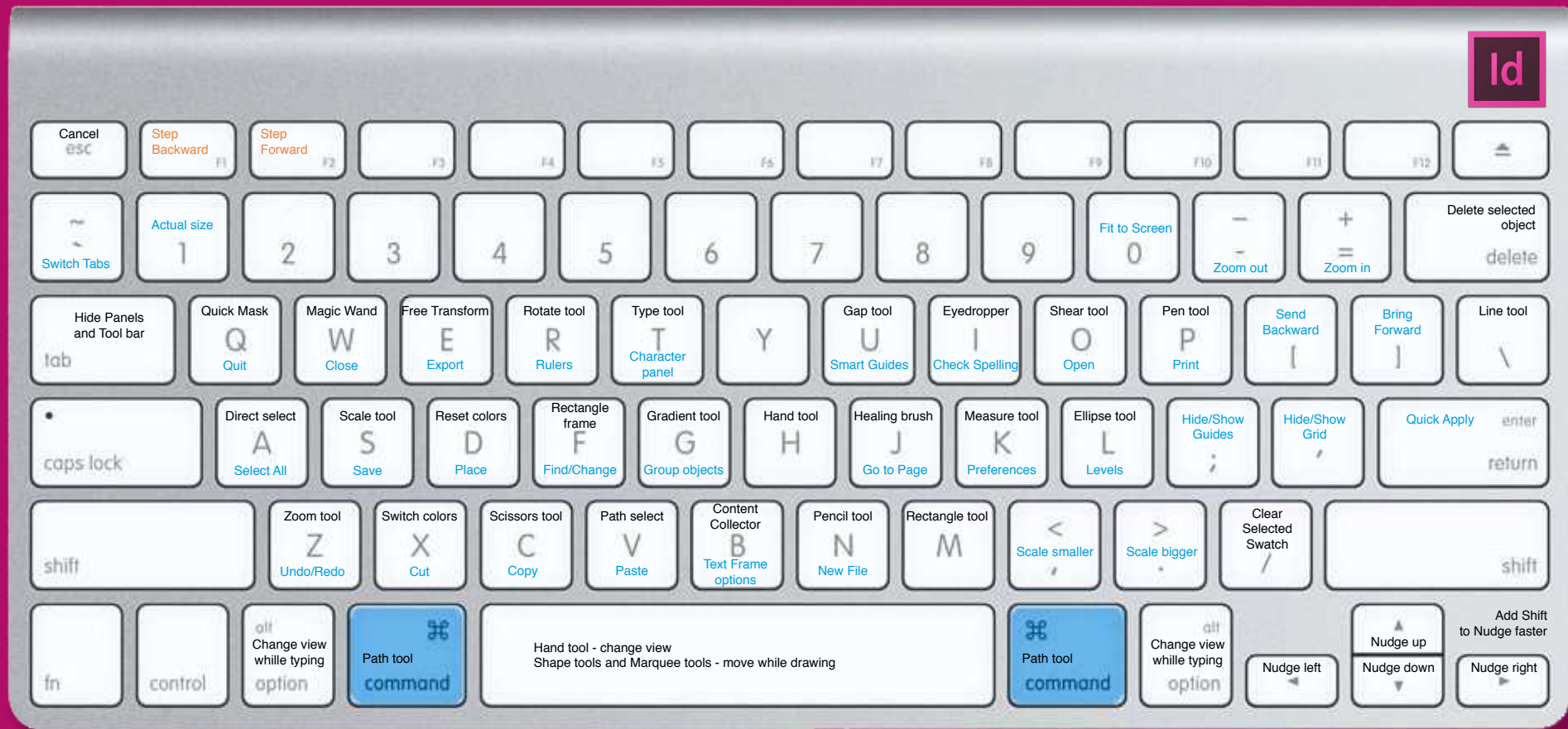


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## INDESIGN SHORTCUTS

### Good to Know

In Adobe InDesign you can assign multiple shortcuts to the same options in the Keyboard Shortcuts menu and you can also print out the whole shortcut list.



Color codes:



Keys pressed



Keys pressed together with Cmd/Ctrl



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## MORE PHOTOSHOP SHORTCUTS

### SELECTIONS

Select All - Cmd/Ctrl+A

Deselect - Cmd/Ctrl+D

Invert Selection - Cmd/Ctrl+Shift+I

Reselect - Cmd/Ctrl+Shift+D

#### Modify Selections

- Shift+click to Add
- Option/Alt+click to Subtract
- Option/Alt+Shift+click to Intersect
- Shift+F6 to Feather
- Cmd/Ctrl+Option/Alt+R to Refine Edge

### BLEND MODES

Change selected layer(s) blend mode:	O - Overlay
- Option/Alt+Shift+N	F - Soft Light
N - Normal	H - Hard Light
I - Dissolve	V - Vivid Light
K - Darken	J - Linear Light
M - Multiply	Z - Pin Light
B - Color Burn	L - Hard Mix
A - Linear Burn	E - Difference
G - Lighten	X - Exclusion
S - Screen	U - Hue
D - Color Dodge	T - Saturation
W - Linear Dodge	C - Color
	Y - Luminosity

### LAYERS

Selection based on Layer's content  
- Cmd/Ctrl+click on layer's thumbnail

Select All Layers - Cmd/Ctrl+Option/Alt+A

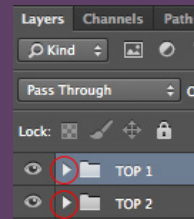
Clipping Mask  
- Option/Alt+click between two layers

Group Layers - Cmd/Ctrl+G

Ungroup Layers - Cmd/Ctrl+Shift+G

Open/Close All Top-most Layer Groups  
- Cmd/Ctrl+click on a disclosure triangle

Open/Close a Top-most Layer Group including items in Nested Groups  
- Alt/Option+click on the disclosure triangle to see all the content including items in Nested Groups



Open/Close All Top-most Layer Groups including items in Nested Groups  
- Cmd/Ctrl+Option/Alt+click on a disclosure triangle to see all the content in the layer stack including items in all Nested Groups

Move Layer up/down in layer stack  
- Cmd/Ctrl+[ / ]

Send Layer to front/back in layer stack  
- Cmd/Ctrl+Shift+[ / ]

Select next layer - Option/Alt+[ / ]

Show only selected layer  
- Option/Alt+click on layer's eye icon

Create a New Layer  
- Cmd/Ctrl+Shift+N

Merge All Layers onto a New Layer  
- Cmd/Ctrl+Option/Alt+Shift+E

Change Opacity for selected layer(s)  
- 0-9 (tool selected has to be something without Opacity controls)

Change Fill Opacity for selected layer(s)  
- Shift+0-9 (tool selected has to be something without Fill controls)

### DRAWING

Increase/Decrease Brush size  
- Cmd/Ctrl+Option/Alt+click and drag right/left

Increase/Decrease Brush hardness  
- Cmd/Ctrl+Option/Alt+click and drag up/down

Cycle through brush tips - </>

Drawing Squares and Perfect Circles  
- Hold down Shift while drawing with the Shape tools or Marquee tools

Start drawing from the center  
- Hold down Option/Alt while drawing with the Shape tools or Marquee tools

Drawing straight vertical/horizontal lines  
- Hold down Shift while drawing

HUD color picker (Heads Up Display)  
- Cmd/Ctrl+Option/Alt+Shift/Control+click and hold with the Brush tool

Eyedropper  
- Hold down Option/Alt while drawing with the Brush tool

Fill with Foreground color  
- Option/Alt+Backspace

Fill with Background color  
- Cmd/Ctrl+Backspace

Fill dialog box  
- Shift+Backspace

Change Opacity of drawing tool - 0-9

Change Flow of drawing tool  
- Shift+0-9

Temporarily select tools  
- Hold down the tool's keyboard shortcut while using it and when you let it go Photoshop will automatically switch back to the previously used tool

### VIEW OPTIONS

Enter Mask view  
- Option/Alt+click on Layer mask

Bird's Eye view  
- Press and hold H

Scrubby zoom  
- Press and hold Z and click and drag left and right

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## TYPOGRAPHY SHORTCUTS

Change increments in InDesign Preferences / Units & Increments / Keyboard Increments

Jump words **Cmd/Ctrl+Left/Right arrow**

Jump paragraphs **Cmd/Ctrl+Up/Down arrow**

Select characters while moving cursor **Shift+Left/Right arrow**

Select words while moving cursor **Cmd/Ctrl+Shift+Left/Right arrow**

Select lines while moving cursor **Shift+Up/Down arrow**

Select paragraphs while moving cursor **Cmd/Ctrl+Shift+Up/Down arrow**

Select by clicking 2 clicks - word, 3 clicks - line, 4 clicks - paragraph

Select/Deselect all **Cmd/Ctrl+A**, **Cmd/Ctrl+Shift+A**

Change font in InDesign with **Cmd/Ctrl+6**

Styles **Cmd/Ctrl+Shift+(i for Italic, b for Bold, u for Underlined)**

Size **Cmd/Ctrl+Shift+ </>** and include **Opt/Alt** for faster change

Alignment **Cmd/Ctrl+L** for Left, **R** for Right, **C** for Center and **J** for Justify

All Caps **Cmd/Ctrl+Shift+K**

Assign Paragraph or Character styles in InDesign **Option/Alt+Numeric keys**

Kerning/Tracking **Option/Alt+Left/Right arrow**

Leading **Option/Alt+Up/Down arrow**

Baseline **Shift Option/Alt+Shift+Up/Down arrow**

Show Special Characters in InDesign **Cmd/Ctrl+Option/Alt+I**

Adjust Text frame to text in InDesign **Double click on frame control points**

Change view while editing text **Option/Alt**

Drag and drop text editing **Preferences / Type / Enable Layout view**

Start typing on new layer in Photoshop **Shift+click** in the document window with Type tool

Specify size of text frame in Photoshop **Option/Alt+click** in the document window with Type tool

