

## ► NAVIGATION

### **Command + Tab**

Change applications  
Keeping holding Command and press Tab to select or ESC to abort and stay in current application

### **Command + ~ (tilde)**

Toggle between windows within an application

### **Command + Spacebar**

Spotlight

### **Command + Option + D**

Hide and show dock

### **Command + Click a window title**

See folder that contains the open file

## ► FINDER

### **Shift + Click**

Select an array of items

### **Command + Click**

Select multiple items individually

### **Option + Drag**

Duplicate

### **Select File + Spacebar**

Quick look

### **Command + 1 / 2 / 3 / 4**

View files as icons, list, columns, or gallery

## ► SELECTION

### **Command + A / Command + Shift + A**

Select all / Deselect all

### **Command + Left / Right arrow**

Move cursor over by one word

### **Command + Option + Left / Right Arrow**

Highlight in one direction by one word

### **Shift + Up / Down arrow**

Highlight entire line

### **Shift + Left / Right arrow**

Highlight in one direction by one character

### **Tab / Shift + Tab**

Move to next / previous field (text fields, buttons, etc)

## ► SCREENSHOTS

### **Command + Shift + 3**

Take a screenshot of the whole screen

### **Command + Shift + 4**

Take a screenshot of a selection

### **Command + Shift + 5**

Screen recording and other options

## FINDER/MENU TRICKS

### **“Go” in top menu**

Switch Finder location

### **“View” in top menu > “Sort by” or “Use Stacks”**

Organize desktop

### **Drag folders to Favorites in Finder sidebar**

Desktop and Document files are automatically backed-up to iCloud. Some files are stored only on iCloud. Check there if you are having trouble accessing a file!

## USEFUL APPS

### **Notes**

You can create folders, insert photos directly into notes, scan in documents, and more. Set it up to sync with your iPhone!

### **Stickies**

Digital sticky notes!

## BASICS

### **Command + Z**

Undo

### **Command + Shift + Z**

Redo

### **Command + F**

Find

### **Command + S**

Save

### **Command + C**

Copy

### **Command + X**

Cut

### **Command + V**

Paste

## HOW TO RIGHT CLICK

To right click without changing any preferences:

### **Control + Click**

You can enable a secondary click in **System Preferences** to make your life easier.

**1. Apple logo** in the top menu

**2. System Preferences**

**3. Trackpad**

**4. Check Secondary Click**

**5. Set dropdown to Click with two fingers** (or your preferred gesture)

## ▶ GENERAL ADOBE

### **Command + 1**

View full image/artboard

### **Command + 0**

Fit image/artboard to window

### **Tab**

Hide/show all palettes

### **F**

Toggle between standard and full screen mode

### **V**

Move tool

### **H / Spacebar**

Hand tool

### **Command + T**

Free transform

### **Command + T + Shift**

Constrain transform (maintain aspect ratio!)

### **Option + Drag**

Duplicate

## ▶ PHOTOSHOP

### **Command + Shift + I**

Invert selection

### **Command + Shift + N**

New Layer

### **Command + Spacebar**

Zoom in tool without switching tools

### **Command + + / - / Mouse wheel**

Zoom in / out

### **Command + D**

Deselect

### **[ / ]**

increase / decrease tool size (brushes, stamps, etc)

## ▶ ILLUSTRATOR

### **COMMAND + Y**

Toggle between Outline and GPU Preview of the document

### **COMMAND + ' / COMMAND + SHIFT + '**

Show grid / Snap to grid

## TYPE TOOL & HOTKEYS

If you're using the Type tool, press **ESC** to release yourself from typing before using a keyboard shortcut!

## ▶ INDESIGN

### **Command + Shift + Option + V**

Paste in place

### **Command + Shift + V**

Paste without formatting

### **Command + Option + V**

Paste into selection

### **W**

Toggle screen mode between Normal and Preview

### **I**

Eyedropper (hold **Shift** to select only color, not styles)

## ▶ PREMIERE

### **Spacebar**

Play / Stop

~ (tilde)

Maximize or restore current frame

### **V**

Selection tool

### **J / K / L**

Shuttle left / pause / shuttle right.

### **JJ / LL**

Double speed rewind or double speed fast-forward

### **JJJ / LLL**

Triple speed rewind or triple speed fast-forward

### **JL / JK**

Move 5 frames forward/back

### **Shift + J / L**

Slow-mo shuttle

### **I / O**

Mark In / Mark Out

## PEN TOOL (P)

### **COMMAND**

Direct Select Tool (move anchor points)

### **OPTION**

Convert anchor points (angles to curves, and vice versa)

+ / -

Add / Remove anchor points

## SMOOTH ZOOM

Check that your computer meets the [minimum system requirements](#) for GPU performance. If it does, you can enable GPU Performance in Illustrator, InDesign, and Photoshop for improved performance and an animated zoom.

### 1. Edit

### 2. Preferences

### 3. Performance

### 4. Enable GPU Performance