

# FIGMA ESSENTIALS

## QUICK SHORTCUT GUIDE



### GETTING STARTED

#### WHICH TOOL DO I TO USE TO RESIZE?



**Move/Selection tool (V):** use this to resize shapes (hold shift to keep in proportion). Strokes, text etc. will stay the same.



**Scale tool (K):** use this to resize several items together. Everything (strokes, text etc.) will scale and stay in proportion.

#### BASIC SHORTCUTS

(Same for PC and MAC)

**Frame tool F**

**Pen tool P**

**Text tool T**

**Rectangle tool R**

**Ellipse tool O**

**Line tool L**

**Pick a color ctrl C:** grab a color from elsewhere without losing your flow.

**Shift X:** toggle stroke & fill color.

**Create component alt ctrl K** (PC) **opt cmd K** (MAC).

**Place image shift ctrl K** (PC) **shift cmd K** (MAC).

Quickly  
switch  
tools!

#### ZOOM & VIEW SHORTCUTS

(Same for PC and MAC)

**Zoom to 100% shift 0**

**Zoom to fit shift 1**

**Zoom to selection shift 2**

**Outlines ctrl Y** (PC) **cmd Y** (MAC).

Open **design panel**  
**alt 8** (PC) **opt 8** (MAC).

Open **prototype panel**  
**alt 9** (PC) **opt 9** (MAC).

Open **inspect panel alt 0** (PC)  
**opt 0** (MAC).

**Show/Hide UI** → **ctrl \** (PC)  
**cmd \** (MAC)

For a tidy  
design  
window!

**Next frame: N**  
(or **shift N** to go backwards).

Move to the **next page** in your layout  
**page down/page up** (PC) or **function down arrow/up arrow** (MAC).

#### LOST SOMETHING?

**ctrl /** (PC)  
**cmd /** (MAC)

(Quick actions)  
to search through  
menus, commands  
& plugins.

**Frame  
selection alt  
ctrl G** (PC)  
**opt cmd G**  
(MAC).

This cheat sheet is from the video training  
course [byol.com/figma](https://byol.com/figma)

### GRIDS & LAYOUT

#### QUICK GRID SETUP

Desktop

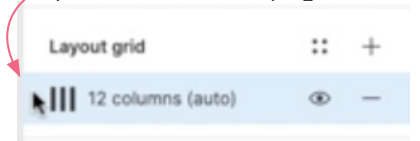
**12 columns 24px gutter**

Mobile (simplify from 12)  
**6 columns 16px gutter**

**Toggle Layout Grids on & off**  
**ctrl shift 4** (PC) **ctrl G** (MAC).

**Copy Grids & Columns**  
to another page:

1. Select them in the inspect  
panel of the first page.



2. Copy **ctrl C** (PC) or **cmd C** (MAC) & click on the next  
page then paste **ctrl V** (PC) or **cmd V** (MAC).

### PRO-TIPS

To **click inside another object**  
(deep select) hold **ctrl** and **click**  
(PC) **cmd** and **click** (MAC).

**Duplicate while moving:**  
hold **alt** (PC) **opt** (MAC).

**Duplicate your last action:**  
**ctrl D** (PC) **cmd D** (MAC).

#### TRANSFORM

**Flip horizontally: Shift H or V.**  
**Bring forward or backward ctrl ]**  
or **[** (PC) **cmd ]** or **[** (MAC).