

For your first test be sure you know the shortcuts to those items that are listed in bold face and in red. Not the heads for the lists sections but the items in red within the lists.

Photoshop CS5

SELECTING

Draw Marquee from Center
Add to a Selection
Subtract from a Selection
 Intersection with a Selection
 Make Copy of Selection w/Move tool
 Make Copy of Selection when not in Move tool

Move Selection (in 1-pixel Increments)
 Move Selection (in 10-pixel Increments)
Select all Opaque Pixels on Layer

(in Layers panel)
 Restore Last Selection
 Feather Selection
 Move Marquee while drawing selection
 Hold Space while drawing marquee

VIEWING

Fit on Screen

100% View Level (Actual Pixels)

Zoom in

Zoom out

Hide all tools and panels
 Hide all panels except Toolbox and Options bar
 Rotate through full screen modes
 Scroll image left or right in window
 Jump/Zoom to part of Image
 Toggles layer mask on/off as rubylith

LAYER SHORTCUTS

Create new layer

Select non-contiguous layers
 Select contiguous layers
 Shift-Click another layer
 Delete Layer
 View contents of layer mask
 mask icon
 Temporarily turn off layer mask
 icon
 Clone layer as you move it
 Find/Select layer containing object
 object w/Move tool
 Change layer opacity
 Move tool selected)
 Cycle down or up through blend modes
 Minus(-)
 Change to a specific blend mode
 Option-letter (ie: N=Normal, M=Multiply. etc.)
 Switch to layer below/above current layer

Option-Marquee
Shift
Option
 Shift-Option
 Option-Drag Selection
 Cmd-Option-
 Drag Selection
 Arrow Keys
 Shift-Arrow Keys
Cmd-Click
on Layer Thumbnail

Cmd-Shift-D
 Shift-F6

Double-click on
Hand tool or Cmd-0
Double-Click on
Zoom Tool
or Cmd-Option-0
Cmd-Space-Click
or Cmd-Plus(+)
Option-Space-Click
or Cmd-Minus(-)

Tab
Shift-Tab
F

Cmd-Shift-Page
 Up/Down
 Cmd-drag in
 Navigator panel
 \

Cmd-Shift-N

Cmd-Click layers
 Click one layer, then

Delete key
 Option-Click layer

Shift-Click layer mask

Option-Drag
 Control-Click on

Number keys (w/

Shift-Plus(+) or

(w/Move tool) Shift-

Option-[or Option-]

TYPE SHORTCUTS

Select all text on layer
thumbnail in Layers panel
Increase/Decrease size
of selected text by 2pts

Increase/Decrease size of
 selected text by 10 pts

Increase/Decrease kerning/tracking

Align text left/center/right

PAINTING

Fill selection with background color

Fill selection with foreground color

Fill selection with foreground color using Lock Transparent Pixels
 Option-Shift-Delete

Fill selection with source state in History panel
 Cmd-Option-Delete

Display Fill dialog box
 Shift-Delete

Sample as background color
 Option-Click

To get Move tool
 w/Eyedropper tool

To get Eyedropper with Paint tools

Change paint opacity (with Airbrush OFF)

Change paint opacity (with Airbrush ON)

Change Airbrush flow (with Airbrush ON)

Change Airbrush flow (with Airbrush OFF)

Cross-Hair Cursor

tool-turn Caps Lock on

Decrease/Increase Brush Size

Decrease/Increase Hardness of Brush

Switch between preset Brushes

Open Brushes pop-up panel

Erase to History panel's source state

Cycle down or up through blend modes

Change to a specific blend mode

Create fixed color target from within a dialog box
 in image window

Delete fixed color target
 with Color Sampler tool

Create new spot-color channel from current selection
 on New Channel button in Channels panel

PEN TOOL SHORTCUTS

To get Direct Selection tool while using Pen **Cmd**

Switch between Add-Anchor

and Delete-Anchor Point tools

Switch from Path Selection

tool to Convert Point tool

when pointer is over anchor point

To Select a whole path w/Direct Selection tool

Convert path to a selection

name (in Paths panel)

Double-Click on T

Cmd-Shift->/<

**Cmd-Option-
 Shift->/<**

**Option-Right
 /Left Arrow**

Cmd-Shift-L/C/R

Cmd-Delete

Option-Delete

Transparent Pixels

Cmd-Option-Delete

Shift-Delete

Option-Click

w/Eyedropper tool

While in any painting/
 editing tool-hold Cmd

Option

Number keys

Shift-Number keys

Number keys

Shift-Number keys

Any painting/editing

[or]

Shift-[or Shift-]

< or >

Ctrl-Click in

Image window

Option-Eraser

Shift-Plus(+)

or Minus(-)

Shift-Opt-letter

(ie: N=Normal,

M=Multiply, etc.)

Shift-Click

Option-Click on target

Cmd-Click

Option-Click on target

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

Cmd-Click

PANEL SHORTCUTS

Show/Hide Brushes panel
Show/Hide Color panel
Show/Hide Layers panel
Show/Hide Info panel
Show/Hide Actions panel
Open Adobe Bridge
Show Modify Color

F5
F6
F7
F8
Option-F9
Cmd-Option-O
Cmd--M

OTHER SHORTCUTS

Switch between open documents
Undo or Redo operations beyond last one

Cmd-~
**Cmd-Option-Z/
-Shift-Z**

Apply Last Filter
Opens Last Filter Dialog Box
Hand Tool
Reset Dialog Box
turns into Reset Button, Click it
Increase/Decrease value
(in any option field) by 1 unit
Increase/Decrease value
(in any option field) by 10 units

Cmd-F
Cmd-Option-F
Spacebar
Hold Option, Cancel

Repeat Last Transformation
Measure Angle between Lines
(Protractor Function)
After ruler is drawn,

Up/Down Arrow

Shift-Up/
Down Arrow
Cmd-Shift-T

Move Crop Marquee while creating

Option-Drag end
of line with Ruler Tool

Snap Guide to Ruler ticks

Hold Space
while drawing
Hold Shift
while dragging

Highlight Fields in Options bar (n/a for all tools)
Don't Snap object edge while moving

Return
Hold Control
while dragging

TOOLS

V
M
L
W

C
I

J

B

S

Y

E

G

O

P

T

A

U

K

N

H

R

Z

D

X

Q

Move
Marquee tools
Lasso tools
Quick Selection,
Magic Wand
Crop and Slice Tools
Eyedropper, Color
Sampler, Ruler,
Note, Count
Spot Healing Brush,
Healing Brush,
Patch, Red Eye
Brush, Pencil, Color
Replacement,
Mixer Brush
Clone Stamp,
Pattern Stamp
History Brush,
Art History Brush
Eraser tools
Gradient,
Paint Bucket
Dodge, Burn, Sponge
Pen tools
Type tools
Path Selection,
Direct Selection
Rectangle,
Rounded Rectangle,
Ellipse, Polygon,
Line, Custom Shape
3D Tools
3D Camera Tools
Hand
Rotate
Zoom
Default colors
Switch Foreground
and Background
colors
Quick Mask Mode

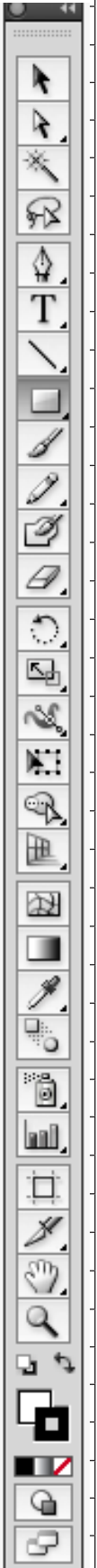
To switch between all tools within groups, add the Shift key to the letters above
For example, to switch between rectangular and elliptical marquee hit Shift-M



Select All	Cmd A
Deselect All	Cmd -Shift- A
Hide all deselected artwork	Cmd-Option-Shift-3
Show all artwork	Cmd-Option-3
PATH EDITING	
Join and Average at same time	Cmd-Option-Shift-J
Convert Anchor Point tool from Pen tool	Option
Switch between Add Anchor Point and Delete Anchor Point tools	Option
Add Anchor Point tool from Scissors tool	Option
Move anchor point while drawing with Pen tool	Spacebar
Create closed path with Pencil or Paintbrush tool	when finished drawing, hold Option and release mouse
Connect to an open (& selected) path with Pencil	Cmd-drag
PAINTING AND TRANSFORMING	
Eyedropper tool from Live Paint Bucket tool	Option
Samples intermediate color from gradient, picture, etc. with eyedropper	Shift
Sets center point and shows dialog	Option-click with Tool
Duplicates and transforms selection	Option-drag
Transform pattern without transforming object	~(tilde)-drag
Scale proportionally with Selection tool	Shift-drag bounding box
Scale from center with Selection tool	Option-drag bounding box
Move mesh point along path with Mesh tool	Shift-drag
Add mesh point with Mesh tool without changing color	Shift-click
Remove mesh point with Mesh tool	Option-click
SHAPES (WHILE DRAWING)	
Draw from center	Option
Draw from center with dialog	Option-click
Constrain proportion	Shift
Constrain orientation of polygons, stars, spirals	Shift
Move object while drawing	Spacebar
Add/subtract sides, points, spiral segments	Up or Down Arrow
Decrease inner radius	Cmd
Create Continuous duplicates along mouse movement	hold ~ while Dragging
VIEWING & GUIDES	
Get Hand Tool (while NOT editing Type)	Spacebar
Get Hand tool (while editing Type)	Hold Cmd, then Space. Then continue holding Space but let go of Cmd
Zoom In Tool	Cmd-Spacebar or Cmd +
Zoom Out Tool	Cmd-Option-Spacebar or Cmd -

Zoom In to exact size	Cmd-Spacebar-drag
Hide/Show all tools and panels	Tab
Hide/Show all panels except toolbox	Shift-Tab
Switch between horizontal/vertical guide	hold Option while dragging out a new guide
Release Guide (turns it into a regular path)	Cmd-Shift-double-click
TYPE	
Decrease/Increase type size	Cmd-Shift-< or >
Decrease/Increase leading	Option arrow up or down
Decrease/Increase kerning/tracking	Option arrow left or right
Kerning/tracking x 5	Cmd-Option arrow left or right
Decrease/Increase baseline shift	Shift-Option arrow down or up
Baseline shift x 5	Cmd-Option-Shift arrow down or up
Align type left, right, center	Cmd-Shift-L, R, C
Justify with last line left aligned	Cmd-Shift-J
Justify all line	Cmd-Shift-F
Reset horizontal/vertical scale to 100%	Cmd-Shift-X
Reset kerning or tracking to 0	Cmd-Option-Q
PANEL SHORTCUTS/FUNCTION KEYS	
Show/Hide Brushes	F5
Show/Hide Color	F6
Show/Hide Layers	F7
Show/Hide Info	Cmd-F8
Show/Hide Gradient	Cmd-F9
Show/Hide Stroke	Cmd-F10
Show/Hide Attributes	Cmd-F11
Revert file	F12
Show/Hide Graphic Styles	Shift-F5
Show/Hide Appearance	Shift-F6
Show/Hide Align	Shift-F7
Show/Hide Transform	Shift-F8
Show/Hide Pathfinder	Shift-Cmd-F9
Show/Hide Transparency	Shift-Cmd-F10
Show/Hide Symbols	Shift-Cmd-F11
LAYERS PANEL SHORTCUTS	
Toggle layer between Preview/Outline mode	Cmd-click on eye
Show layer while turningoff all others	Option-click on eye
Select all items on layer	Option-click layer name
Copy selected item to different layer	Option-drag selection square in Layers panel
To create the new layer at the top of list	Cmd-click
To create the new layer below selected layer	Cmd-Option-click
COLOR PANEL SHORTCUTS	
Saturate/Desaturate current color	Shift-drag color slider
Change Color Mode	Shift-click color bar
Select compliment of current color	Cmd-click color bar
SWATCHES PANEL SHORTCUTS	

Create a swatch as a global color	Hold Cmd-Shift while creating
Replace a swatch with another	Option-drag new swatch over old
MISC.	
(In any panel) Apply a value, but keep value highlighted in panel	Shift-Return
Create New Symbol	F8
Swap Colors in a Gradient	Option-Drag a color stop onto another
TOOLS	
V	Selection
A	Direct Selection
Y	Magic Wand
Q	Lasso
P	Pen
+	Add Anchor point
-	Delete Anchor point
Shift-C	Convert Anchor point
T	Type
\	Line Segment
M	Rectangle
L	Ellipse
B	Paintbrush
N	Pencil
Shift-B	Blob Brush
Shift-E	Eraser
C	Scissors
R	Rotate
O	Reflect
S	Scale
Shift-R	Warp
E	Free Transform
Shift-S	Symbol Sprayer
J	Column Graph
U	Mesh
G	Gradient
I	Eyedropper
W	Blend
K	Live Paint Bucket
Shift-L	Live Paint Selection
Shift-O	Artboard
Shift-K	Slice
H	Hand
Z	Zoom
X	Toggle between Fill & Stroke
Shift-X	Swap Fill & Stroke



D	Default Fill & Stroke (white fill/black stroke)
<	Fill or Stroke w/Color
>	Fill or Stroke w/Gradient
/	Fill or Stroke w/None
F	Cycle through Screen Modes
Double-click tools to bring up options.	
Press CAPS LOCK to change tool pointer to cross hair.	
Hold down Shift to constrain movement to 45°, 90°, 135°, or 180°.	

Things to Know

Channels

The Grayscale components that an image is made out of when combined in their format of either CYMK, RGB, Grayscale or any combination of "LAB" colors make an image. Most photographic images are composed of either red, green and blue light, or cyan, magenta, yellow and black ink. The Channels palette is where Photoshop keeps track of exactly how data is needed to reproduce a full-color image.

Channels can be used to create masks but Layers can do the same thing more quickly by using the short cut at the bottom of the "layer pallet."

Masks

Masks can be made out of any selection created. It can be made from another image, or using the "Lasso" tool, the type tool, a path you created or imported, an illustrator file or PDF smart object... or any other method you might try as long as a selection of that image is made. A mask literally hides any portion of your image that was not included in your selection.

Dots per inch (dpi)

Determines the size of the dots an output device will use when printing an image. A 300-dpi laser printer uses black dots that are 1/300 of an inch.

Pixels per inch

Information for PPI can be found in photoshop documents in the Menu under the term "Image." In order for an image to have a print ready resolution it must be at least 300ppi (pixels per inch) which translates into 300 dots per inch when it goes to the printer.

PDF

Means Portable document format which has a number of standard outputs created by Adobe for Printing across platforms. Since it is a Multiplatform source — Viewable and printable on any platform — Macintosh, Microsoft® Windows®, UNIX®, and many mobile platforms, it is used for embedding pictures, fonts and resolution information all in one document. Its main purpose was to create a method by which all platforms could view a document over the web, but it has also made it easier for graphic designers to have a standard format for printers to work from.

Smart Objects

A Smart Object is a copy of image data — from one or more layers in a Photoshop document, from an Illustrator image, or from a raw photo, or PDF — that is embedded in the main Photoshop document. This copy can be scaled, warped and rotated multiple times without degrading the original image. It can also serve as a parent object for multiple objects in your main image. That means that changes you make to a Smart Object will ripple through your main document changing all the related child objects.

Placing Objects

Objects can be placed by scrolling down from the "File" menu, locating "place" and then clicking on the object that you wish to "import" into your photoshop document.

Clipping Paths

A clipping path is a vector path which allows part of an image to show while hiding the rest of the image. When a Photoshop document is placed into an InDesign or Illustrator file the clipping path can be used to hide the rest of the image's background that is not enclosed within the path and place it on a new background that you can create in the aforementioned applications which are completely independent of the original photoshop file. It is frequently used in catalogs and Magazine layouts when the designer wishes to isolate a particular image from the background much like a mask might do.

Bit depth Designates how many colors an image has. The greater the bit depth the greater the overall size of the document. For instance (10 bits of red + 10 bits of green + 10 bits of blue = 30 bits total). So 10 bits per channel (RGB) is the same as 30 bits total. $10 \text{ bits} = 2 \text{ to the tenth power} = 1,024$. So a 30-bit scanner can capture 1.1 billion colors ($1,024 \times 1,024 \times 1,024 = 1.1 \text{ billion}$), whereas a 24-bit scanner can capture only 16.7 million colors. Obviously the larger the bit depth the more accurate the color, but one sacrifices efficiency and the ability to manipulate the image effectively if the bit depth is too great. Photoshop will only allow you to use all of your filters on images that have (2^8) or 8 bits per channel maximum, so logically the typical bit depth for most documents is 8 bits/channel. When scanning in grayscale, a 24-bit scanner captures 256 grays and a 30-bit scanner captures 1,024 grays.

Alpha channel Alpha channels are basically saved selections. They do not affect how your image will be printed, but they will make your overall document size larger. So I don't see much use for them.

Anti-aliasing Smoothing the edge of an otherwise hard-edged object by adding partially transparent pixels. These pixels help to blend the edge of the object into the surrounding image, making it harder to see the edge of the pixels and therefore avoiding a jaggy edge. You will see this option used when using the "Type" tool in Photoshop.

Big data Any area of a layer that extends outside the physical dimensions of the document making your document sometimes much larger than it needs to be which can lead to a document or application "crash." "Crop" your document accordingly to prevent this from occurring by selecting the area you wish to keep in a document and deleting anything hidden beyond its boundaries.

Bitmap A confusing term, because Photoshop uses it in an unusual way. Technically "bitmap" means a grid of pixels. That means that any image you ever see in Photoshop that contains pixels is technically a bitmap image. That's why the native format for transporting pixel-based images on the Windows platform is called a BMP file. That stands for Windows Bitmap. Adobe has decided to reserve the term to describe images that contain only pure black and pure white (no grays or color). The reason can be attributed to Apple. The Macintosh was one of the first personal computers that were designed to deal with pixel-based images, and in its first incarnation it contained a black-and-white screen (no grays). "Bitmap" got associated with any pixel-based image on that first Mac model, and that's how the dual meaning came about.

Vector Images can be Raster, Vector, or a combination of both. Raster images are made out of a grid of pixels which are generally square in appearance, which makes them inherently jaggy when viewed up close and causes them to appear blurry or jaggier when enlarged. Vector images on the other hand are made out of smooth curves and straight lines (known as paths or bezier paths) which can be scaled to any size without degrading the quality of the image. The most common program used for creating vector images is Adobe Illustrator.

Resolution in Bitmapped Images

Resolution is THE most important factor for bitmap failure.
Resolution low < output BAD

In a black only job many printers require resolution to be 1200 dpi for Black only TIFF.

Bit Depth is determined by designates how many colors an image has. The color is determined by how many shades of gray there are in a channel. For instance in a typical RGB image there are 16 million shades of gray (256X256X256).

8 bits per channel is actually $8^3=256$

10 bits per channel = $2^{10}=1024$

An RGB document at 30 bits = (1,024 x 1,024 x 1,024 = 1.1 billion) making it impossible to do any other operation (currently) than color correction.

24-bit scanner = 16.7 million colors

The greater the bit depth the greater the overall size of the document. For instance (10 bits of red + 10 bits of green + 10 bits of blue = 30 bits total). So 10 bits per channel (RGB) is the same as 30 bits total. 10 bits = 2 to the tenth power, which equals 1,024. So. Obviously the larger the bit depth the more accurate the color, but one sacrifices efficiency and the ability to manipulate the image effectively if the bit depth is too great. Photoshop will only allow you to use all of your filters on images that have 8 bits per channel maximum, so logically the typical bit depth for most documents is 8. When scanning in grayscale, a 24-bit scanner captures 256 grays and a 30-bit scanner captures 1,024 grays.

Vector images=object images=Illustrator created images are resolution independent and can be scaled upwards or downwards without destruction of quality.
Bitmap digital images are resolution dependent and should never be scaled larger than 120% of their original size. You can scale them down but NEVER up.

Video and web graphics require 72 dpi.
Print=300dpi

Photoshop Shortcuts

command c=copy
command n=new document
command v=paste
command d=deselect
command a=select all
command z=undo
command m=(modify) curves palette to adjust color
command p=print
command t=transform the object
command s= save
command/shift/option=save as
Hand Tool (toggle) =space bar
command/plus sign(+)=Zoom In
command/minus sign(-)=Zoom out
command/shift/greater than sign (>)=increase text size
command/shift/less than sign (<)=decrease text size

Illustrator Shortcuts

command c=copy
command v=paste
command a= select all
command p=print
command s= save
command z=undo
command f=paste in front
command b= paste in back
command/shift/option=save as
Hand Tool (toggle) =space bar
command/plus sign(+)=Zoom In
command/minus sign(-)=Zoom out
command/shift/greater than sign (>)=increase text size