

## Some Photoshop Shortcuts

- When using any brush tool, use the left and right bracket keys < [ ] > to decrease or increase the brush size.
- Also, in all brush tools, right clicking on the image opens the brush menu. Double click on the brush you want to select and close the menu box. In fact, when in doubt anywhere in Photoshop, *Right-click* and learn through discovery.
- To change the size of the image on screen you can:
  1. Double click the hand tool to fit the image on screen.
  2. Double click the zoom tool to go to a 100% view.
  3. Drag the slider bar at the bottom of the Navigator.
  4. Using the **Windows/Navigator** panel, click on the icons at either end of the slider bar, or just use the slider bar.
  5. With the **Zoom** tool active, click and drag a box around the area you want to view closely.
  6. Do a **Ctrl**+ (control and “plus”) or **Ctrl** - - (control and “minus”) to zoom in or out. This works even with menu boxes open—a *handy item*.
- Holding the spacebar down gives you the grabber. Then hold the left mouse button down and move the *enlarged* image in any direction.
- Hit the **D** key to set foreground/background colors to default black and white. Hit the **X** key to exchange these. (D for default, X for exchange.)
- Use the “**F**” key to cycle through the screen views, between Standard Screen Mode, to Full Screen Mode with Menu Bar (gray background), to Full Screen Mode (black background).
- Use the **Tab** key to hide all the palettes. This can be used in conjunction with the F key.
- In any panel that has a Cancel button, holding down the **Alt** key will change Cancel to **Reset**.

Shortcuts for Tool Box tools:

Strike one of the following keys and it will activate the corresponding tool.

**L** = Lasso  
**B** = Brush  
**E** = Eraser  
**J** = Healing brush  
**K** = Slice  
**S** = Clone (Rubber Stamp)  
**G** = Gradient  
**R** = Blur  
**T** = Type  
**I** = Eyedropper  
**H** = Hand  
**V** = Move  
**Z** = Zoom

If you find yourself using certain tools, menu functions, or procedures frequently, there are a few time saving techniques available. You may create your own keyboard shortcuts by going to Edit/Keyboard shortcuts and assigning “F” key (function key) combinations for menu functions that have none assigned.

You may also create an Action (alias; algorithm or macro) by keyboarding <**Alt**+**F9**>. The Actions panel will appear. Click on the small icon at the bottom of the panel just to the left of the garbage can. The circle (three icons to the left) will light up “red.” A panel will appear that will allow you to give the action a name and assign a function key. Do that and click OK. Then start recording by going through each step of the procedure. When you finish, click on the square next to the red button to end the recording. The red light will go off to show that the action is complete. See the accompanying Batch Action sheet for an example.