

## PHOTOSHOP KEYBOARD SHORTCUTS (Part 1)

**BASIC KEYBOARD SHORTCUTS** (these work with most applications, not just Photoshop)

Keys	What they do:
Ctrl - N	Opens a new file
Ctrl - O	Opens an existing file
Ctrl - C	Copies selected item into memory
Ctrl - V	Pastes selected item from memory
Ctrl - X	Cuts selected item to memory for pasting
Ctrl - S	Saves current file

**SWITCHING TOOLS:** these shortcuts allow you to temporarily switch between certain tools while you're working. Releasing the key(s) restores the original tool.

Keys	Use with:	What they do:
Ctrl	Most tools	Changes to MOVE TOOL
Alt	Brush, Paintbucket	Changes to EYEDROPPER
Spacebar	Most tools	Changes to HAND TOOL
Spacebar + Ctrl	Most tools	Changes to ZOOM IN
Spacebar + Alt	Most tools	Changes to ZOOM OUT

**POWER TIP:** Alt- Click on any icon in the **Toolbar** that features an options menu (i.e. Marquee, Lasso) to cycle through the options *without* using the menu.

**ALTERING SELECTIONS:** these shortcuts allow you to add to, subtract from, invert or drop a current selection.

Keys	Use with	What they do:
Shift	Marquee etc	Adds to the current selection
Alt	Marquee etc	Subtracts from current selection
Ctrl - D	Selection	Releases or "drops" current selection
Ctrl - Shift - I	Selection	Inverts selection (selects everything BUT currently selected area)

**POWER TIP:** Ctrl click on any layer in the **Layer Palette** to "pick up" the item on it as a selection

## PHOTOSHOP KEYBOARD SHORTCUTS (Part 2)

### USING COLOURS

Keys	What they do:
D key	Resets colours to Black and White
X key	Switches foreground & background colours
Alt -Delete	Fills selection/layer with foreground colour
Ctrl - Delete	Fills selection/layer with background colour
Shift -Delete	Opens the "Fill" dialogue box

### LAYER MENU SHORTCUTS

Keys	What they do:
Ctrl-Alt-Shift-N	Create new layer bypassing the dialogue box
Ctrl-J	Copies ('jumps') selection to new layer
Ctrl-Shift-J	Cuts ('jumps') selection to new layer
Ctrl -Alt -Arrow Keys	Copies layer to above or below current layer
Ctrl -E	Merges selected layers
Ctrl-Alt-Shift-E	Copies all visible layers onto a new layer
Ctrl - [ or ]	Moves layer up or down stack