






Photoshop CS3 Essentials

Cmd (Mac) = Ctrl(PC)
Option (Mac) = Alt (PC)

How Do I . . .	Shortcut	Icon	Description
Brushes			
Adjust Brush Hardness			With brush selected, click the Brush Preset icon or Shift + [or] keys
Adjust Brush Size			With brush selected, click the Brush Preset icon or press [or] keys
Change Brush Opacity			With brush selected, enter values. 1 = 10%, 2 = 20% etc. or enter two or three digit numbers
Hide/Show Brush Palette	F5		With brush selected, click Brush palette icon or F5 or Ctrl click (PC-right click) image.
Channels			
Load Channel as a Selection			Cmd (PC-Ctrl) click channel icon
Name a Channel			Double-click Channel name and type new name
Colors			
Fill with Background Color	Cmd (PC-Ctrl) + Delete		
Fill with Foreground Color	Opt (PC-Alt) + Delete		
Exchange Foreground and Background Colors	x		Press x key or click the exchange colors icon
Reset Colors to Default Colors	d		Press d key or click the default colors icon
Image Editing			

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How Do I . . .	Shortcut	Icon	Description
Duplicate Image	Cmd (PC-Ctrl) + d		Image > Duplicate
Invert Image	Cmd (PC-Ctrl) + I		
Move Image from One Document to Another			With the Move tool selected click and drag from document one to document two. Hold the Shift key to center in document two.


Image Effects

Bevel			Layer > Layer Style > Bevel and Emboss
Distort Image			Edit > Transform > Distort
Drop Shadow			Layer > Layer Style > Drop Shadow

Image Resizing


Change Canvas Size			Image > Canvas Size
Change Image Size			Image > Image Size
Crop Image	c		Draw a selection with the Rectangular Marquee tool and choose Image > Crop or select Crop tool, drag a selection and press Enter
Transform Image	Cmd (PC-Ctrl) + t		Select layer and choose Edit > Free Transform. Press Enter to accept changes.

Layers

Add a New Blank Layer	Cmd (PC-Ctrl) + Shift + n		Click the Add New Layer icon or press Cmd (PC-Ctrl) + Shift + n
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How Do I . . .	Shortcut	Icon	Description
Add a New Layer with the Contents of Existing Layers			Cmd + Opt + Shift + e (PC-Ctrl + Alt + Shift + e)
Add Adjustment Layer			Layer > New Adjustment Layer + Select Layer Type or click and hold Create Adjustment Layer icon and select Layer Type
Change Layer Blending Mode			With Move or Marquee tool selected, press Shift + plus (+) or minus (-) key
Change Layer Opacity			With Move or Marquee tool selected, enter value. 1 = 10%, 2 = 20% etc. or enter two or three digit opacity value.
Convert to Smart Object			Select layer and choose Convert to Smart Object from the Layers palette menu.
Copy Selection to a New Layer	Cmd (PC-Ctrl) + j		
Create Clipping Mask	Cmd (PC-Ctrl) + Opt (PC-Alt) + g		Place mask layer (b) below the image to be masked (a). Select the masked layer (a) and choose Create Clipping Mask from the Layer palette menu or Opt (PC-Alt) click line between layers.
Display Layer Options			Double-click layer thumbnail
Duplicate Layer	Cmd (PC-Ctrl) + j		With nothing selected, Cmd (PC-Ctrl) + j
Edit Adjustment Layer			Double-click Adjustment Layer icon in Layers palette
Merge Down One Layer	Cmd (PC-Ctrl) + e		Merges upper layer with the next layer down
Name a Layer			Double-click Layer name and type new name

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How Do I . . .	Shortcut	Icon	Description
Remove Layer Style			Drag layer style to trash
View Layer Mask			Opt (PC-Alt) click layer mask

Paths




Add a Point			Click line with Add Anchor Point tool
Convert Point			Click point with Convert Point tool. Converts point to rounded or square corner
Edit Point	a		Click point with Direct Selection tool
Load Path as a Selection	Cmd (PC-Ctrl) + Enter		With Path selected press Load Path as Selection icon or Cmd (PC-Ctrl) + Enter
Name a Path			Double-click Path name and type new name
Pen Tool	p		
Remove Point			Click point with Delete Anchor Point tool
Save Selection as a Path			Make selection, then click Make Work Path from Selection icon in the Paths palette.

Selections

Add to Selection			Press and hold Shift key while using marquee selection tool
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How Do I . . .	Shortcut	Icon	Description
Constrain Proportions while Drawing Marquee			Hold Shift key while drawing selection
Deselect Image	Cmd (PC-Ctrl) + d		Select > Deselect or Cmd (PC-Ctrl) + d
Draw Marquee from Center			Select Marquee tool, click-drag while holding Opt (PC-Alt)
Copy Selection to New Layer	Cmd (PC-Ctrl) + j		
Invert Selection	Cmd (PC-Ctrl) + Shift + I		
Save Selection as a Channel			Make selection, then click Save Selection as Channel icon in the Channel palette.
Save Selection as a Path			Make selection, then click Make Work Path from Selection icon in the Paths palette.
Select Image Luminosity			Cmd or (PC-Ctrl) click RGB Channel icon
Subtract from Selection			Press and hold Opt (PC-Alt) key while using marquee selection tool
Text			
Add Text			Select text tool, click workspace and type text
Rasterize Text Layer			With Text layer selected, Layer > Rasterize > Type
Tools			






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How Do I . . .	Shortcut	Icon	Description
Cycle thru tools in set			Hold Shift + repeatedly press tool shortcut. For instance, to cycle thru Eraser tools, hold Shift then press e key multiple times. Change Use Shift Key for Tool Shift in General Preferences to disable Shift key
Clone Stamp	s		
Crop Tool	c		
Eyedropper Tool	I		
Eraser Tool	e		To change eyedropper sample size, select the Eyedropper tool and Ctrl click (PC-right click) the image.
Gradient Tool	g		
Hand Tool	h		Click Hand tool icon or press h key. Tool may also be activated by pressing and holding Spacebar.
Healing Brush Tool	j		
Lasso Tools	L		
Marquee Tools	m		
Move Tool	v		Click Move tool icon or press v key. Tool may also be activated by pressing and holding Cmd (PC-Ctrl) key
Paint Bucket Tool	g		

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How Do I . . .	Shortcut	Icon	Description
Patch Tool	j		
Pen Tool	p		
Red Eye Tool	j		
Text Tool	t		
Zoom Tool	z		Click Zoom tool icon or press z key. Tool may also be activated by pressing and holding Cmd (PC-Ctrl) + Spacebar.

Workspace

Disable Snapping while Moving Point			Press and hold Ctr while moving point
Fit to Window	Cmd (PC-Ctrl) + 0		Double-click Hand tool or Cmd (PC-Ctrl) + zero (0)
Hide/Show Grid	Cmd (PC-Ctrl) + '		View > Show > Grid. To change Grid size and color, choose Guides, Grid and Slices from the Preferences menu.
Hide/Show Guides	Cmd (PC-Ctrl) + ;		View > Show > Guides. To add a guide, drag guide from ruler. Hold Opt (PC-Alt) key to rotate guide 90 degrees. To move guide, select the Move tool, then click-drag guide.
Hide/Show Palettes	tab key		
Hide/Show Quick Mask Mode	q		Press Quick Mask mode icon or press q
Hide/Show Rulers	Cmd (PC-Ctrl) + r		To set Ruler Units, choose Photoshop > Preferences > Units and Rulers (PC-Edit > Preferences > Units and Rulers)



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How Do I . . .	Shortcut	Icon	Description
Navigate Left and Right in a Zoomed-in Image			Cmd (PC-Ctrl) + Page Up or Page Down keys
Navigate Up or Down a Zoomed-in Image			Page Up or Page Down keys
Nudge/Move Layer			With the Move tool selected, press Up, Down, Left or Right arrow keys
Nudge/Move Layer in 10 Pixel Increments			With the Move tool selected, press Shift + Up, Down, Left or Right arrow keys
Reset Palettes			Window > Workspace > Reset Palette Locations
Reset Preferences			Press and hold Cmd + Opt + Shift (PC-Ctrl + Alt + Shift) while starting Photoshop
Reset Workspace to Default Workspace			Window > Workspace > Default Workspace
Rotate Canvas			Image > Rotate Canvas > Select one of the options
Toggle Screen Modes	f + f + f		Click Screen Mode icon or repeatedly press f key
View Image at 100%			Double-click Zoom tool
Undo Last Step	Cmd (PC-Ctrl) + z		Edit > Undo
Undo Multiple History Steps	Cmd + Opt + z (PC-Ctrl + Alt + z)		Click previous history step in History palette

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How Do I . . .	Shortcut	Icon	Description
Zoom In	Cmd (PC-Ctrl) + plus key (+)		Click workspace with Zoom tool
Zoom Out	Cmd (PC-Ctrl) + minus (-)		Opt (PC-Alt) click workspace with Zoom tool