



## Viewing

RESULT	ACTION
Fits image on screen	Double-click  , or ⌘ + ⌘ (zero)
100% magnification	Double-click , or ⌘ +  + ⌘ (zero)
Zooms in or out	⌘ +  or
or	⌘ + spacebar, or  + spacebar
Applies zoom percentage, and keeps zoom percentage box active	⇧ + Return in Navigator palette*
Zooms in on specified area of an image	⌘ + drag over preview in Navigator palette*

RESULT	ACTION
Scrolls image with hand tool	Spacebar + drag, or drag view area box in Navigator palette*
Scrolls up or down 1 screen	Page Up or Page Down <sup>1</sup>
Scrolls up or down 10 units	⇧ + Page Up or Page Down <sup>1</sup>
Moves view to upper left corner or lower right corner	Home or End
*Toggles layer mask on/off as rubylith	\

<sup>1</sup> Hold down ⌘ to scroll left (Page Up) or right (Page Down).

## Selecting and moving objects

RESULT	ACTION
Repositions marquee while selecting	Any marquee tool (except single column and single row) + spacebar + drag
Adds to or subtracts from selection	Any selection tool + ⇧ or  + drag
Intersects a selection	Any selection tool + ⇧ +  + drag
Constrains marquee to square or circle	⇧ + drag
Draws marquee from center	+ drag
	⌘ (except when  or any pen tool is selected)
*Switches from  to	+ drag
*Switches from  to	+ click

RESULT	ACTION
Moves copy of selection	+  + drag selection
Moves selection area 1 pixel	Any selection + <sup>1</sup>
Moves selection 1 pixel	+ <sup>1</sup>
Moves layer 1 pixel when nothing selected on layer	⌘ + <sup>1</sup>
*Increases or decreases detection width	+ [ or ]
Accepts cropping or exits cropping	+ Return or Esc
*Makes protractor	+  + drag end point
Snaps guide to ruler ticks	⇧ + drag guide
Toggles guide orientation	+ drag guide

<sup>1</sup> Hold down ⇧ to move 10 pixels.

## Painting

RESULT	ACTION
	Any painting tool +
Selects background color	+  + click
*	+ ⇧
* Deletes	+  + click
Sets opacity, pressure, or exposure for painting mode	Any painting or editing tool + number keys (e.g., 0 = 100%, 1 = 10%, 4 then 5 in quick succession = 45%)
*Cycles through blending modes	⇧ +

RESULT	ACTION
Fills selection/layer with foreground or background color	+ Delete, or ⌘ + Delete <sup>1</sup>
*Fills from history	+ ⌘ + Delete <sup>1</sup>
Displays Fill dialog box	⇧ + Delete
Turns Preserve Transparency option on/off	/
Connects points with a straight line	Any painting tool + ⇧ + click

<sup>1</sup> Hold down ⇧ to preserve transparency.

## Type Tool

RESULT	ACTION
*Moves type in image	Drag type when Type Tool dialog box is displayed
*Aligns left, center, or right	 +  +  + L, C, or R
*Aligns top, center, or bottom	 +  +  + L, C, or R
Selects 1 character to the left/right or 1 line below/above	 +     
Selects characters from insertion point to mouse click point	 + click
Moves 1 character left/right, 1 line down/up, or 1 word left/right	      or  +  
*Faux Bold, Faux Italic, Faux Underline	 + B,  + I,  + U

RESULT	ACTION
Decreases/increases type size of selected text 2 points/pixels	 +  + < >
Decreases/increases type size of selected text 10 points/pixels	 +  +  + < >
Decreases/increases leading 2 points/pixels	 +   †
Decreases/increases baseline shift 2 points/pixels	 +  +   †
Decreases/increases kerning/tracking 20/1000 ems	 +  
Decreases/increases kerning/tracking 100/1000 ems	 +  +  

† Hold down  to decrease/increase leading or baseline shift 10 points/pixels.

## \*Path editing

RESULT	ACTION
Selects multiple anchor points	 +  + click
Selects entire path	 +  + click
Duplicates a path	 +  +  + drag
Switches from   * to  	
Switches from  to 	
Switches from  * to 	
Switches from  to  when pointer is over anchor point or direction point	 + 

RESULT	ACTION
Switches from  to 	
Closes path	 + double-click
Closes path with straight-line segments	 +  + double-click
Deletes last point	 + Delete
Converts path to selection	Any pen tool + Enter (on numeric keypad)
Switches from  to 	 + drag
Switches from  to 	 + click

## ImageReady Slicing and Optimizing

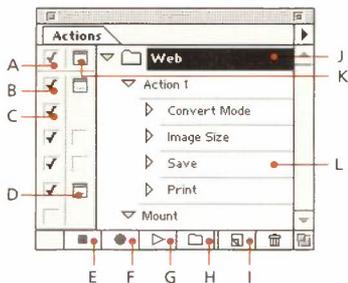
RESULT	ACTION
Toggles browser dither for selected image pane in Optimized view	 +  + Y
Toggles through gamma previews in selected image pane	 +  + Y
Toggles Optimized/2up/4up/Original views	 + Y
Toggles between Slice tool and Slice selection tool	

RESULT	ACTION
Draws square slice	 + drag
Draws from center outward	 + drag
Draws square slice from center outward	 +  + drag
Moves slices with Slice creation tool still active	Spacebar + drag
Toggle snap to slices on and off	Control key while drawing a slice
Opens slice's contextual menu	Control + click on slice

\* Not in ImageReady

## Actions palette

- \*A. Turns set on/off.
- B. Turns action on/off.
- C. Turns command on/off;  
⌘ + click turns current command on and all others off.
- D. Turns breakout point on/off;  
⌘ + click turns on current breakout point, and turns off all other breakout points in an action.
- E. Stops action.
- F. Records action.
- G. Plays action;  
⌘ + click plays a command.
- \*H. Creates new set.
- I. Creates new action and begins recording;  
⌘ + click creates and begins recording new actions without confirmation.
- J. Double-click changes action options;  
⌘ + double-click plays entire action;  
⌘ + click collapses/expands all components of an action.
- K. Turns on all breakout points in an action.
- L. Double-click records commands again (double-click set or action displays Options dialog box).



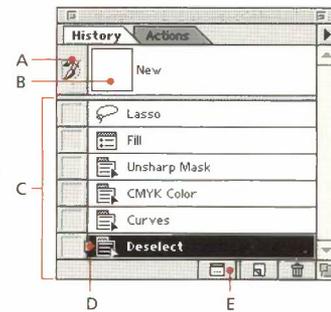
### Other action shortcuts

- F9 shows/hides palette.
- ⌘ + click selects multiple items of the same kind.

## History palette

- \*A. Sets source for history brush.
- \*B. Snapshot;  
double-click on snapshot displays Rename Snapshot dialog box.
- C. States of the image, from first to most recent;  
⌘ + ⌘ + Z steps forward;  
⌘ + ⌘ + Z steps backward;  
⌘ + click duplicates all states except the current state.
- D. Drag slider moves selection between states.
- E. Creates new document from current state or snapshot.

⇧ Shift      ⌘ Command      ⌘ Key

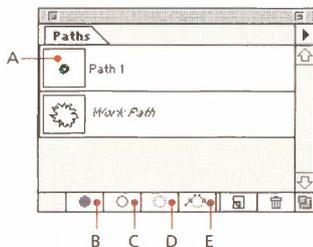


### Other history shortcuts

- \* ⌘ + Clear History (in History menu) clears history permanently (No Undo).

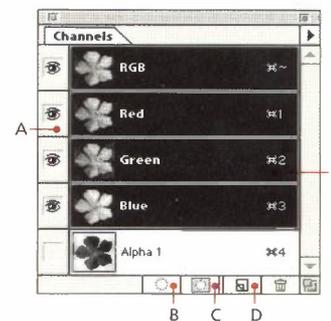
## \* Paths palette

- A. Path name;  
⌘ + ⌘ + click adds path to selection;  
⌘ + ⌘ + ⌘ + click retains intersection of path as a selection;  
⌘ + ⌘ + click removes path from selection;  
⌘ + ⌘ + H hides path.
- B. Fills path with current foreground color;  
⌘ + click sets options.
- C. Strokes path with current stroke tool;  
⌘ + click sets options.
- D. Loads path as selections;  
⌘ + click sets options.
- E. Makes selection a work path;  
⌘ + click sets options.



## \* Channels palette

- A. Shows/hides channels;  
Clicking top icon shows/hides composite channel.
- B. Loads channel as a selection.
- C. Saves current selection as a new channel;  
⌘ + click sets options.
- D. ⌘ + click creates a new spot channel.
- E. ⌘ + click color channel selects/deselects in multiple color-channel selection.

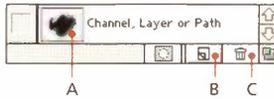


### Other channel shortcuts

- ⌘ + click alpha channel selects/deselects alpha channel and shows/hides as a Quick mask.
- Double-click alpha channel to view channel options.
- ~ displays composite.
- ⌘ + ~ selects composite

## Common palette shortcuts

- A. + click thumbnail loads as selection.
- + + click thumbnail adds to current selection.
- + + click thumbnail subtracts from current selection.
- + + + click intersects with current selection.
- B. Creates new layer, channel, path, state, frame, or snapshot; + click sets options.
- C. Deletes selected layer, channel, path, or state; + click deletes without confirmation.

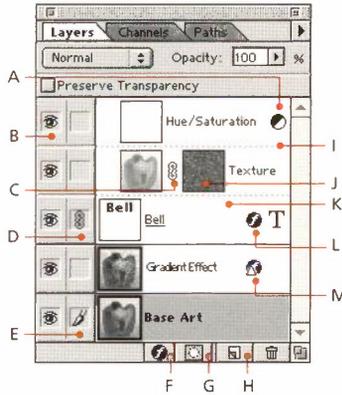


### Other common palette shortcuts

- Tab shows/hides all palettes.
- + Tab shows/hides all palettes except the toolbox.

## Layers palette

- A. Double-click adjustment layer opens Adjustment dialog box.
- B. Shows/hides layer; + click shows this layer only/shows all layers.
- C. Click between layer and layer mask thumbnails links/unlinks them.
- D. Links/unlinks layers.
- E. Indicates active paint layer (brush icon if layer image is active, mask icon if layer mask is active).
- F. Layer effect. (Palette icon ImageReady only)
- G. Adds new layer mask; + click adds inverted mask.



- \*H. + click adds new adjustment layer.
- I. + click line between layers creates clipping group.
- J. Double-click changes layer or layer mask options; + click turns layer mask on/off; \* + + click switches between layer mask view/composite image; \* + + click turns rubyolith on/off.

- \*K. Type layer; double-click edits type layer.
- L. Layer effect icon; \*double-click edits the last-edited layer effect; \* + double-click clears the most recent layer effect.

- \*M. Layer effect warning icon; occurs when an ImageReady file with Gradient/Pattern fill applied is brought into Photoshop.

### Layers menu shortcuts

- + Merge Down copies current layer to layer below.
- + Merge Visible copies all visible layers to active layer.
- + Merge Linked copies visible linked layers to active layer.

### Other layer shortcuts

- F7 shows/hides palette.
- + [ ] descends/ascends through visible layers.
- + + [ ] moves active layer down/up.
- + + [ ] activates bottom/top layer.
- \* + double-click on removes layer effect.
- \* Drag effect in image when Layer Effects dialog box is displayed moves effect in image.

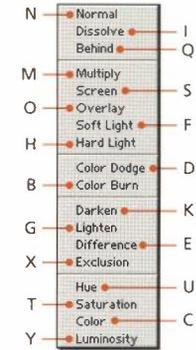
## Blending Mode

All the shortcuts are + + the letter.

### Other Blending mode palette shortcuts

- + + + J to desaturate.
- + + + A to saturate.
- + + + W to dodge/burn shadows.
- + + + V to dodge/burn midtones.
- + + + Z to dodge/burn highlights.
- + + L to threshold (Bitmap mode only)

Shift    Option  
 Command    Key



- + + R to Clear (Paintbucket and line tools)
- + + Q to paint behind (Paintbrush tool only)

## Brushes palette

- F5 shows/hides palette.
- \* Click in empty area of palette creates new brush.
- \* + click brush deletes brush.
- [ or ] cycles through brushes backward or forward
- + [ selects first brush.
- + ] selects last brush.
- \* Double-click brush edits current settings.

## \*Swatches palette

- Click empty swatch creates new swatch.
- + + click inserts new swatch.
- + click swatch deletes swatch.
- + click swatch selects background color.
- + click swatch replaces color.

## \*Extract Image toolbox shortcuts

- ..... Edge highlighter tool (B)
- ..... Fill tool (K)
- ..... Eraser tool (E)
- ..... Eyedropper tool (I)
- ..... Zoom tool (Z)
- ..... Hand tool (H)

## \*Color palette

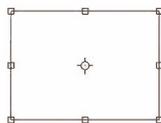
- F6 shows/hides palette.
- + click color in color bar selects background color.
- Ctrl + click color bar displays Color Bar menu.
- + click color bar cycles through color choices.

## Info palette

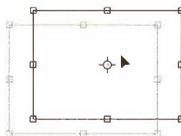
- F8 shows/hides palette.
- \*Click eyedropper icon to change color readout modes.
- \*Click cross-hair icon , to change measurement units.

## Transform of selections, selection borders, and paths

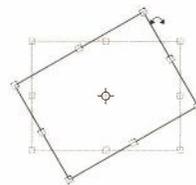
- transforms from center or reflects.
- constrains.
- distorts.
- Return or Enter applies.
- + or Esc cancels.
- + + T free transforms with duplicate data.
- + + + T transforms again with duplicate data.



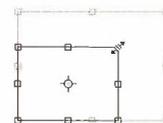
Original



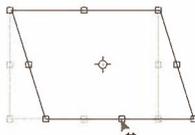
Drag inside border to move.



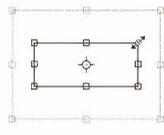
Drag outside border to rotate.



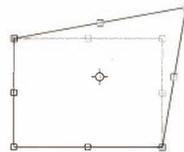
Drag handle to scale.  
 + drag handle to scale proportionally.



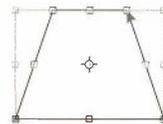
+ + drag to skew.



+ drag handle to distort from the center.



+ drag handle to distort freely.



+ + + drag to create perspective.

## ImageReady Color Table palette

- + click on swatch chooses swatch as background color.
- + click on a second color selects multiple contiguous colors. Last color clicked becomes foreground color.
- + click on multiple colors selects multiple discontinuous colors. Last color clicked becomes foreground color.
- + click on new color button or drag color proxy from Tool palette onto new color button adds the current background color.
- + click on new color button or drag color proxy from Tool palette onto new color button inserts foreground color and creates a custom palette.

## ImageReady Animation palette

### Frame shortcuts

- + click on second frame selects/deselects multiple frames.
- + click on multiple frames selects/deselects multiple discontinuous frames.
- + paste frames inserts pasted frames after the current image.
- + paste frames duplicates the layers used in the frame in the layers palette, and includes them in the frame.
- + + paste frames replaces the destination frame with the copied frames.
- + + - drag moves the content of selected layer concurrently in all selected animation frames.

