

Shortcut Keys of Adobe Photoshop

- **Scroll Through The Layers – F7**
- **Create A New Layer – Shift+Ctrl+N.**
- **Fill A Layer – ALT+Delete For Foreground And Ctrl+Delete For Background.**
- **Group The Layers – Ctrl+ Alt+E**
- **Size of the Brush – [Or] Key.**
- **Fit To Screen - Ctrl + 0**

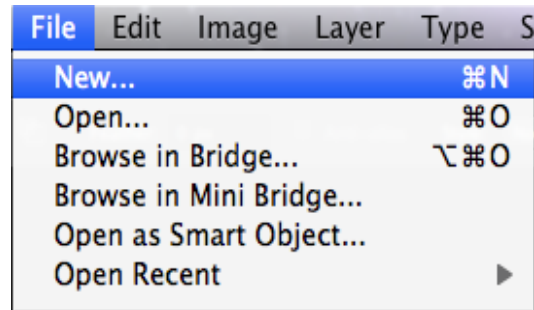
- **Rulers - Ctrl + R**
- **Hide/Show Guides - Ctrl + H**
- **Undo -Ctrl + Z**
- **Multiple Undo's - Ctrl + Alt + Z**
- **Gradient Tool - “G”**
- **Crop Tool - “C”**
- **Magic Wand Tool - “W”**
- **Marquee Selection Tool - “M”**
- **Deselect - Ctrl + D**
- **Lasso Tool - “L”**
- **Pen Tool - “P”**
- **Free Transform - Ctrl + T**
- **Free Transform - Ctrl + T**

- **Alignment Of The Text – Use The Ctrl+ Shift + L/C/R**
- **Deselect The Entire Image – Ctrl + D**
- **Lens Correction – Shift+ Ctrl+ R**
- **Access The Camera Raw Filter – Shift+ Ctrl+ A**
- **Create Clipping Mask – Ctrl+ Alt+ G**

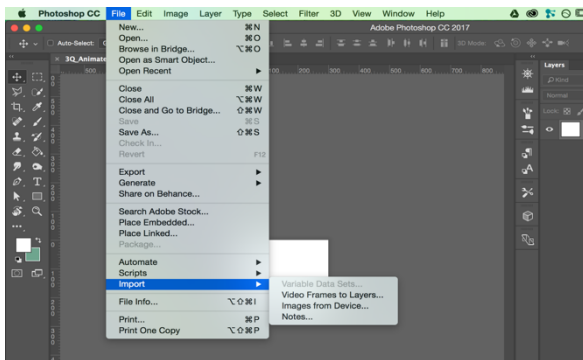
➤ Create a New Photoshop File

Although you may typically open images in Photoshop, there are times when you need to create a new file. This may happen when you want to make a collage, create a web banner, design an ad, or more. This page will show an explain each section of the new dialog box.

1. To create a new document: Go to **File** and select **New...**
2. Use the guide below to set your desire document size and settings.



➤ Import File from Photoshop



In Photoshop, you can choose to open an image to work with or import content into a document that's open already. Choose File → Place to import AI, EPS, PDP, or PDF files. These files import into a new layer in the document, and you can then use tools to manipulate the imported File.

➤ Export File from Photoshop

Photoshop file by using the Zoomify feature. This useful feature can export a large file to a smaller, more compact SWF file. This file can be easily sent by e-mail and opened using the free Flash Player, which almost everyone already has installed.

To use Zoomify, follow these steps:

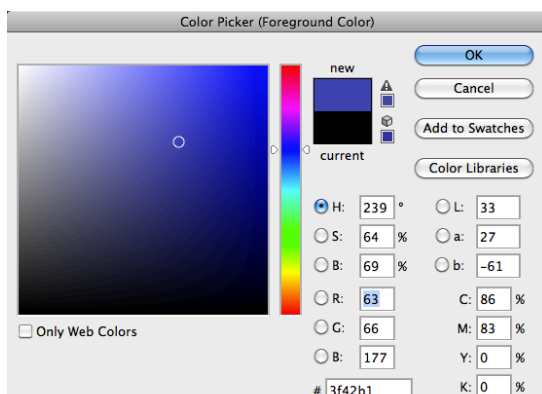
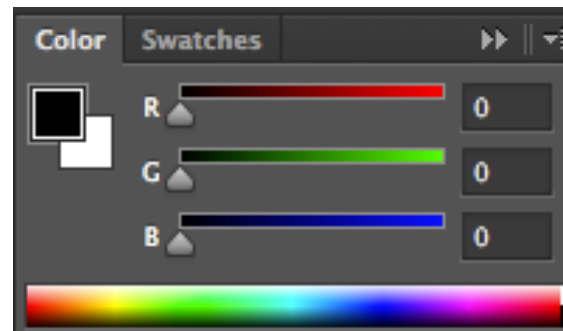
1. Choose File→ Export→ Zoomify.
2. Click Folder in the Output Location section of the Zoomify dialog box and choose a folder location for your SWF file.
3. Choose the quality and size and then click OK.

➤ **Save a Native File:**

Save a copy of your Photoshop file as a Photoshop Document or .PSD. A Photoshop file or PSD is also referred to as a native file and the benefit of saving a PSD is that it will store all of your layers, even hidden ones, so that you may come back and edit them later. This allows for more freedom in editing your images at a future time. Think of the PSD file as something for your archival purposes.

➤ **Color Palette**

The Color Palette is select and changes your *foreground* and *background* colors that will be used with brushes and fills. Look at the screenshot of the Color Palette below and take note of the two stacked boxes, shown as black and white. In the screenshot, note that the foreground color is the top box (black) and the background color is the bottom box (white).



To change the color, select either the foreground and background color box in the Color Palette by clicking on it. Then, use either the sliders or click in the spectrum below the sliders to select a new color. If you do not like using the sliders, double click on a color box to bring up the Color Picker.

