

# **SHORTCUTS IN PHOTOSHOP**

➤ New file	: ctrl + N
➤ Open a file	: ctrl + O / double click in main window
➤ Open as	: alt + ctrl + O
➤ Browse	: shift + ctrl + O
➤ Save	: ctrl + S
➤ Save as	: shift + ctrl + S
➤ Save for web	: alt + shift + ctrl + S
➤ Page setup	: shift + ctrl + P
➤ Print with preview	: ctrl + P
➤ Print	: alt+ ctrl + P
➤ Close a file	: ctrl + W
➤ Close all files	: alt + ctrl + W
➤ Hide tools	: tab
➤ View already opened file	: ctrl + tab
➤ Full screen	: F
➤ Color palette / Swatches / Styles	: F6
➤ Layers / Channels / Paths	: F7
➤ Navigator / File info	: F8
➤ Actions / History	: F9
➤ Revert	: F12
➤ Rulers	: ctrl + R
➤ Copy	: ctrl + C
➤ Cut	: ctrl + X
➤ Paste	: ctrl + V
➤ Paste into	: shift + ctrl + V
➤ Guides	: ctrl + ;
➤ Snap	: ctrl + shift + ;
➤ Lock Guides	: ctrl + alt + ;
➤ Grid	: ctrl + “
➤ Zoom in	: ctrl + ‘+’
➤ Zoom out	: ctrl + -
➤ Extras	: ctrl + H
➤ Fit on screen	: ctrl + 0
➤ Actual pixels	: alt + ctrl + 0
➤ Proof colors	: ctrl + Y
➤ Gamut warning	: shift + ctrl + Y
➤ Undo	: ctrl + Z
➤ Step Backward	: ctrl + alt + Z
➤ Step Forward	: shift + ctrl + Z

- **Fade** : **shift + ctrl + F**
- **Free Transform** : **ctrl + T**
- **Preferences** : **ctrl + K**
- **Fill selected area with foreground color** : **shift + F5 / alt + Backspace / Delete**
- **Fill selected area with background color** : **ctrl + Backspace / Delete**
- **Default colors** : **D**
- **Switch foreground and background colors** : **X**
- **Opacity** : **0,1, 2, 3, . . . ,9. { 0=> 100% , 1=> 10%,...}**
- **File info** : **alt + ctrl + I**
- **Exit** : **ctrl + Q**

## **MENU BAR OPTIONS**

- **File** : **alt + F**
- **Edit** : **alt + E**
- **Image** : **alt + I**
- **Layers** : **alt + L**
- **Select** : **alt + S**
- **Filter** : **alt + T**
- **View** : **alt + V**
- **Window** : **alt + W**
- **Help** : **(alt + H) / F1**

## **IMAGE**

- **Desaturate** : **ctrl + shift + U**
- **Levels** : **ctrl + L**
- **Auto Levels** : **shift + ctrl + L**
- **Auto Contrast** : **alt + shift + ctrl + L**
- **Auto Color** : **shift + ctrl + B**
- **Curves** : **ctrl + M**
- **Color Balance** : **ctrl + B**
- **Color settings** : **shift + ctrl + K**
- **Hue / Saturation** : **ctrl + U**
- **Invert** : **ctrl + I**

## **LAYERS**

- **New Layer** : **ctrl + shift + N**
- **Layer via copy** : **ctrl + J**
- **Layer via Cut** : **shift + ctrl + J**
- **Merge Down** : **ctrl + E**
- **Merge visible** : **shift + ctrl + E**
- **Group with previous / Create clipping mask** : **ctrl + G**
- **Release clipping mask** : **shift + ctrl + G**
- **Copy Merged** : **shift + ctrl + C**

## **TOOLS**

- **Marquee tool** : **M**
- **Move tool** : **V**
- **Lasso tool / polygonal / magnetic lasso tool** : **L**
- **Magic Wand** : **W**
- **Crop tool** : **C**
- **Slice tool / Slice selection tool** : **K**
- **Healing brush / Patch tool** : **J**
- **Brush / pencil** : **B**
- **Clone stamp / pattern stamp tool** : **S**
- **History brush / Art History brush tool** : **Y**
- **Eraser / Background Eraser / Magic Eraser** : **E**
- **Paint Bucket / Gradient tool** : **G**
- **Blur / Sharpen / Smudge tool** : **R**
- **Dodge / Burn / Sponge tool** : **O**
- **Path selection / Direct selection tool** : **A**
- **Pen tool** : **P**
- **Text** : **T**
- **Custom shape tool** : **U**
- **Notes / Audio annotation tool** : **N**
- **Eye dropper / color sampler / Measure tool** : **I**
- **Hand tool** : **H**
- **Quick mask mode** : **Q**
- **Jump to Image Ready** : **ctrl + shift + M**

**Note:** To select a tool from same category use **SHIFT + (related shortcut)**

## **SELECT**

- **Select all** : **ctrl + A**
- **Deselect** : **ctrl + D**
- **Reselect** : **shift + ctrl + D**
- **Select Inverse** : **shift + ctrl + I**
- **Feather** : **alt + ctrl + D**

## **FILTERS**

- **Last Filter** : **ctrl + F**
- **Extract** : **alt + ctrl + X**
- **Liquify** : **shift + ctrl + X**
- **Pattern maker** : **alt + shift + ctrl + X**

## **TIPS**

- **To add new selection use SHIFT.**
- **To subtract from selection use ALT.**
- **To unlock Background – Double click on Background (in Layer palette).**
- **Select a Layer – use CTRL & click on the Layer (in Layer palette).**
- **To copy a layer – select move tool. Then, use ALT + ARROWS for once to copy the layer. To move this new layer use SHIFT + ARROWS.**
- **To create clipping Mask select the layer & using ALT, click between the selected layers. (To release, follow the same procedure).**
- **To convert a horizontal Guide into Vertical Guide (or vice versa) use ALT**