

SHORTCUTS - The less you have to move your mouse, the faster you'll finish your projects!

Many **TOOLS** have a one **LETTER** shortcut that makes sense....

- **B**-brush
- **L**-lasso
- **C**-Crop

Some are not as intuitive:

- **V** - Move
- **Y** - History
- **J** - healing brush/patch tool

If you use these tools regularly, though, you'll remember.

The **CONTROL/COMMAND Key** in combination with some letters makes sense.

- Control + D for deselect
- Control + F to repeat a filter

Adding **ALT/OPTION** gives you something **EXTRA**. For instance, when you click on the new layer icon on the Layers menu, you get a plain blank layer. If you hold the ALT/OPTION key, you'll get a dialog box which gives you the "alternative" or "option" to name it, group it, etc.

SOME OF MY FAVORITE SHORTCUTS:

1. Press **Tab** key to hide palettes. Press Tab again to bring palettes back.
2. Press **Control + Tab** to scroll through multiple images open in Photoshop. (Mac-Command+Tab)
3. **Control + Z** to undo your last step. (Mac – Command+Z)
4. **Control/Alt + Z** for multiple undoes (Mac – Command/Option + Z).
5. **Control + or –** (plus sign or minus sign) for zooming in and out of photo. (Mac- Command +/-)
6. **Holding the space bar** will change any tool into the hand. You can then move around in your image. This is for when you're zoomed out to the maximum size and can't see the whole image.
7. **Square bracket keys** for sizing your brushes. Right bracket increases brush size. Left bracket decreases.
8. **Control +T** brings up the transform tool. (Mac-Command+T)
9. **Clicking title bar of image** brings up several options...size, resize, etc.
10. **Control + J** duplicates a highlighted layer. (Mac-Command+J)
11. Hold the Control key and press the New Layer Icon on the Layers Palette to create a new blank layer **BELOW** the highlighted layer. (Mac – Hold the Command key)
12. To delete multiple layers at once, link the desired layers, press the Control key and then click on the trash can. (Mac – use Command Key)
13. Press **F** leaves only your image on the screen. Press Tab and then Press F again for a black background.

*There are so many great shortcuts but there is no need to learn them all.
Concentrate on learning the ones for the tasks you perform regularly.*