Adobe® Photoshop® with Adobe ImageReady®

Version 7 for Windows®
QUICK REFERENCE CARD

Toolbox (left column)

- ···· Adobe Online
- (M) Rectangular Marquee ····
- ···· Move (V)
- (L) Lasso ····
- ···· Magic wand (W)
- (C) Crop† ····
- ···· Slice (K)
- (J) Healing brush* ····
- ···· Brush (B)
- (S) Clone stamp ····
- ···· History brush (Y)*
- (E) Eraser ····
- ···· Gradient (G)*
- (R) Blur† ····
- ···· Dodge (O)†
- (A) Path selection* ····
- ···· Horizontal Type (T)
- (P) Pen* ····
- ···· Rectangle (U)
- (N) Notes* ····
- ···· Eyedropper (I)
- (H) Hand ····
- ···· Zoom (Z)
- Foreground color ····
- ···· Switch colors (X)
- (D) Default colors ····
- ···· Background color
- (Q) Standard mode* ····
- ···· Quick mask mode (Q)*
- (F) Standard screen mode ····
- ···· Full screen mode (F)
- (F) Full screen mode with menu bar
- ···· Jump to ImageReady (Ctrl +⇧+ M)

Additional ImageReady Toolbox items

- (A) Toggle image maps visibility ····
- ···· Toggle slices visibility (Q)
- (Y) Preview Document ····
- ···· Preview in default browser (Ctrl + Alt + P)
- ···· Jump to Photoshop (Ctrl+⇧+ M)

Middle column

- ···· Rounded rectangular marquee§
- ···· Elliptical marquee
- ···· Single row marquee
- ···· Single column marqueee
- ···· Polygonal lasso
- ···· Magnetic lasso*
- ···· Patch*
- ···· Pattern stamp*
- ···· Background eraser*
- ···· Magic eraser
- ···· Sharpen†
- ···· Smudge†
- ···· Direct selection*
- ···· Freeform pen*
- ···· Add anchor point*
- ···· Delete anchor point*
- ···· Convert point*
- ···· Audio annotation*
- ···· Rectangle image map§
- ···· Circle image map§
- ···· Polygon image map§
- ···· Image map select§

Right column

- ···· Slice select
- ···· Airbrush‡
- ···· Pencil (B) (Photoshop) (N) (ImageReady)
- ···· Art history*
- ···· Radial gradient‡
- ···· Angle gradient‡
- ···· Reflected gradient‡
- ···· Diamond gradient‡
- ···· Paint bucket†
- ···· Burn†
- ···· Sponge†
- ···· Vertical type*
- ···· Horizontal type mask*
- ···· Vertical type mask*
- ···· Rounded rectangle
- ···· Ellipse
- ···· Polygon*
- ···· Line
- ···· Custom shape*
- ···· Color sampler*
- ···· Measure*

* Not in ImageReady
† In a different location in the ImageReady toolbox
‡ Tools appear in Options bar only
§ ImageReady only

Toolbar shortcuts

- Press shortcut key (in parentheses) to select tool
- Ctrl + Tab cycles through open documents
- Alt + click + tool or ⇧ + shortcut key cycles through hidden tools (except ⬚ ⬚ ⬚ ⬚ ⬚)
- Select tool and press Enter to highlight options bar
- Right + click displays context-sensitive menu

- ⇧ constrains dragging or drawing to straight line or multiples of 45º
- Caps Lock displays precise cross hair for brushes
- Enter applies an operation of the magnetic lasso*; Esc cancels the operation
- / toggles shield off and on (crop tool only)

Viewing

RESULT	ACTION
Fits image in window	Double-click 🖐, or Ctrl + Ø (zero)
100% magnification	Double-click 🔍, or Alt + Ctrl + Ø (zero)
Zooms in or out	Ctrl + ☐ or ☐
🔍 or 🔍	Ctrl + spacebar, or Alt + spacebar
Applies zoom percentage, and keeps zoom percentage box active*	⇧ + Enter in Navigator palette
Zooms in on specified area of an image*	Ctrl + 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†
Scrolls up or down 10 units	⇧ + Page Up or Page Down†
Moves view to upper left corner or lower right corner	Home or End
Toggles layer mask on/off as rubylith*	\

†Hold down Ctrl 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) + drag
Adds to or subtracts from selection	Any selection tool + ⇧ or Alt + drag
Intersects a selection	Any selection tool + ⇧ + Alt + drag
Constrains marquee to square or circle (if no other selections are active)‡	⇧ + drag
Draws marquee from center (if no other selections are active)‡	Alt + drag
Constrains shape and draws marquee from center‡	⇧ + Alt + drag
▶₊	Ctrl (except when 🖐 or any pen tool*, path*, shape tool*, slice, rectangle image map§, circle image map§, or polygon image map§ tool is selected)
Switches from 🖉 to 🖉 *	Alt + drag

RESULT	ACTION
Switches from 🖉 to 🖉 *	Alt + click
Moves copy of selection	▶₊ + Alt + drag selection‡
Moves selection area 1 pixel	Any selection + ← → ↓ ↑ †
Moves selection 1 pixel	▶₊ + ← → ↓ ↑ †‡
Moves layer 1 pixel when nothing selected on layer	Ctrl + ← → ↓ ↑ †
Increases/decreases detection width*	🖉 + [or]
Accepts cropping or exits cropping	🗇 + Enter or Esc
Makes protractor *	📏 + Alt + drag end point
Snaps guide to ruler ticks	⇧ + drag guide
Toggles guide orientation	Alt + drag guide

†Hold down ⇧ to move 10 pixels

‡Applies to shape tools

Painting

RESULT	ACTION
💧	Any painting tool + Alt (also any shape tool + Alt)
Selects background color	💧 + Alt + click
💧 *	💧 + ⇧
Deletes 💧 *	💧 + Alt + click
Sets opacity, tolerance, strength, 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%) (For Airbrush, use ⇧ + number keys)
Sets flow for painting mode	Any painting or editing tool + ⇧ + number keys (e.g., 0 = 100%, 1 = 10%, 4 then 5 in quick succession = 45%) (For Airbrush, omit ⇧)

RESULT	ACTION
Cycles through blending modes	⇧ + ☐ ☐
Fills selection/layer with foreground or background color	Alt + Backspace, or Ctrl + Backspace†
Fills from history*	Alt + Ctrl + Backspace†
Displays Fill dialog box	⇧ + Backspace
Lock transparent pixels on/off	/
Connects points with a straight line	Any painting tool + ⇧ + click

†Hold down ⇧ to preserve transparency

Editing

RESULT	ACTION
Moves type in image	Ctrl + drag type when Type layer is selected
Aligns left, center, or right*	T + ⇧ + Ctrl + L, C, or R
Aligns top, center, or bottom*	↓T + ⇧ + Ctrl + L, C, or R
Selects 1 character left/right or 1 line down/up, or 1 word left/right	⇧ + ← → ↓ ↑, or ⇧ + Ctrl + ← →
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 Ctrl + ← →
Designates new origin over existing type	⇧ + click or click + drag
Selects word, line, paragraph, or story	Double-click, triple-click, quadruple-click, or quintuple-click
Shows/Hides selection on selected type	Ctrl + H
Toggles Underlining on/off*	⇧ + Ctrl + U
Toggles Strikethrough on/off*	⇧ + Ctrl + /
Toggles All Uppercase on/off*	⇧ + Ctrl + K
Toggles Small Caps on/off*	⇧ + Ctrl + H
Toggles Superscript on/off*	⇧ + Ctrl + +

RESULT	ACTION
Toggles Subscript on/off*	⇧ + Alt + Ctrl + +
Chooses 100% horizontal scale*	⇧ + Ctrl + X
Chooses 100% vertical scale*	⇧ + Alt + Ctrl + X
Chooses Auto leading*	⇧ + Alt + Ctrl + A
Chooses 0 for tracking*	⇧ + Ctrl + Q
Justifies paragraph, left aligns last line*	⇧ + Ctrl + J
Justifies paragraph, forces last line*	⇧ + Ctrl + F
Toggles paragraph hyphenation on/off*	⇧ + Alt + Ctrl + H
Toggles single/every-line composer on/off*	⇧ + Alt + Ctrl + T
Decreases/increases type size of selected text 2 pts/px	⇧ + Ctrl + < >[†]
Decreases/increases leading 2 pts/px	Alt + ↓ ↑[††]
Decreases/increases baseline shift 2 pts/px	⇧ + Alt + ↓ ↑[††]
Decreases/increases kerning/tracking 20/1000 ems	Alt + ← →[††]

[†]Hold down Alt to decrease/increase 10x

[††]Hold down Ctrl to decrease/increase 10x

Path editing*

RESULT	ACTION
Selects multiple anchor points	▶ + ⇧ + click
Selects entire path	▶ + Alt + click
Duplicates a path (works with any pen tool)	◊ + Alt + Ctrl + drag
Switches from ▶ ◊ ◊⁺ ◊⁻ or ⌐ to ▶	Ctrl
Switches from ▷ to ▷₊ when over path	Alt

RESULT	ACTION
Switches from ▶ to ⌐ when pointer is over anchor point or direction point	Alt + Ctrl
Switches from ◊ or ◊ to ⌐ when pointer is over anchor or direction point	Alt
Closes path	◊ᴾ + double-click
Closes path with straight-line segment	◊ᴾ + Alt + double-click

Slicing and Optimizing

| RESULT	ACTION
Toggles browser dither for selected image pane in Optimized view§	⇧ + Ctrl + Y
Toggles through gamma previews in selected image pane§	Alt + Ctrl + Y
Toggles through Optimized/ 2up/4up/ Original window§	Ctrl + Y
Toggles between slice tool and slice selection tool	Ctrl

RESULT	ACTION
Draws square slice	⇧ + drag
Draws from center outward	Alt + drag
Draws square slice from center outward	Alt + ⇧ + drag
Repositions slice while creating slice	Spacebar + drag
Opens context-sensitive menu	Right mouse button on slice

Actions palette

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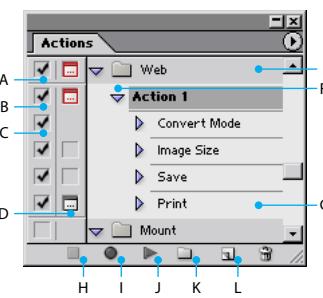
L. Creates new action and begins recording;
   Alt + click creates and begins recording new actions without confirmation

Other action shortcuts

- F9 shows/hides palette
- ⇧ + click selects non-contiguous items of the same kind*
- Ctrl + click selects contiguous items of the same kind*

History palette

A. Sets source for history brush*
B. Snapshot*;
   double-click snapshot name to rename
C. States of the image, from first to most recent;
   ⇧ + Ctrl + Z steps forward;
   Alt + Ctrl + Z steps backward*;
   Alt + click duplicates any states except the current state*
D. Drag slider moves selection between states
E. Creates new document from current state or snapshot*
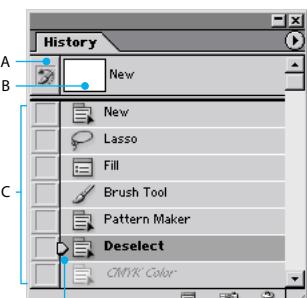
ImageReady Only

F. Undo
G. Redo

Other history shortcuts

- Alt + Clear History (in History menu) clears history permanently (No Undo)*

Paths palette*

- Path name: ⇧ + Ctrl + click adds path to selection;
  Ctrl + Alt + click subtracts the path from selection; ⇧ + Alt + Ctrl + click retains intersection of path as a selection;
  ⇧ + Ctrl + H hides path
- Alt + click Fill Path with Foreground Color button sets options
- Alt + click Stroke Path with Brush button sets options
- Alt + click Load Path as a Selection button sets options
- Alt + click Makes Work Path from Selection button sets options

Channels palette*

- Alt + click Save Selection as Channel button sets options
- Ctrl + click Create New Channel button creates a new spot channel
- ⇧ + click color channel selects/deselects in multiple color-channel selection
- ⇧ + click alpha channel selects/deselects alpha channel and shows/hides as a Quick Mask
- Double-click alpha channel thumbnail displays channel options
- ~ displays composite
- Ctrl + ~ selects composite

File browser*

- ⇧ + Ctrl +0 opens file browser
- ↑ moves up a folder (in folder view) or a row
- ↓ moves down a folder (in folder view) or a row
- Ctrl + ↑ in moves up a level (in folder view)
- Ctrl + ↓ moves down a level (in folder view)
- ← moves left one item
- → moves right one item
- Tab moves to next pane
- Home moves to the first item
- End moves to the last item
- F2 renames an item
- Enter renames a file
- Backspace moves up a level
- F5 refreshes tree and thumbnail panes
- Ctrl + click adds to selection (discontiguous)
- ⇧ + ← or → adds an item to the selection
- Alt + ↻ rotates counter-clockwise
- Return or double-click opens a file and closes the File Browser when in the palette well
- Alt + Return or Alt + double-click opens a file and keeps the File Browser open

Brushes palette

- Alt + click brush deletes brush*
- Double-click brush to rename brush*
- [or] decreases/increases brush size*
- ⇧ + [or] decreases/increases brush softness/hardness in 25% increments*
- ⇧ + , or . selects first/last brush§
- , or . selects previous/next brush§

Swatches palette

- Click in empty area of palette creates new swatch from foreground color*
- Ctrl + click swatch selects background color*
- Alt + click swatch deletes color
- ⇧ + click on a second color selects multiple contiguous colors§
- Ctrl + click on multiple colors selects multiple discontiguous colors§

Color palette

- F6 shows/hides palette
- Alt + click color in color bar selects background color
- Right mouse click color bar displays Color Bar menu
- ⇧ + click color bar cycles through color choices

Info palette

- F8 shows/hides palette
- Click eyedropper icon ✐ changes color read-out modes*
- Click cross-hair icon ✛ changes measurement units*

Extract toolbox*

- 🖉 ··· Edge highlighter (B)
- ◇ ··· Fill (G)
- ⬙ ··· Eraser (E)
- 🖋 ··· Eyedroppper (I)
- 🖌 ··· Cleanup (C)
- 🖌 ··· Edge touchup (T)
- 🔍 ··· Zoom (Z)
- 🖐 ··· Hand (H)

Liquify toolbox

- 🖌 ··· Warp (W)
- ≋ ··· Turbulence (A)
- ◉ ··· Twirl clockwise (R)
- ◉ ··· Twirl counterclockwise (L)
- 🔲 ··· Pucker (P)
- ◇ ··· Bloat (B)
- 🔲 ··· Shift pixels (S)
- 🔲 ··· Reflection (M)
- 🖌 ··· Reconstruct (E)
- 🖌 ··· Freeze (F)
- 🖌 ··· Thaw (T)
- 🔍 ··· Zoom (Z)
- 🖐 ··· Hand (H)

Pattern Maker toolbox*

- 🔲 ··· Rectangular marquee (M)
- 🔍 ··· Zoom (Z)
- 🖐 ··· Hand (H)

Extract*, Liquify, and Pattern Maker* shortcuts

- Press shortcut key (in parentheses) to select tool
- Tab cycles through controls on right from top; ⇧ + Tab cycles through controls on right from bottom
- Spacebar temporarily activates hand tool
- Alt changes Cancel to Reset

(Extract* and Liquify)

- [or] decreases or increases brush size

(Extract* and Pattern Maker*)

- Ctrl + 0 fits in window
- Ctrl + Spacebar temporarily selects zoom in tool
- Alt + Spacebar selects zoom out tool

(Extract* only)

- Alt toggles between edge highlighter tool and eraser tool
- Ctrl with edge highlighter tool selected toggles Smart Highlighting
- Alt + delete removes current highlight; Ctrl + delete highlights entire image
- ⇧ + click with fill tool selected fills foreground area and previews extraction
- Ctrl + drag moves mask when edge touchup tool is selected
- Alt + drag adds opacity when cleanup tool is selected
- X toggles Show menu options in preview between Original and Extracted; ⇧ + X enables cleanup and edge touchup tools before preview
- F cycles through Display menu in preview from top to bottom; ⇧ + F cycles bottom to top
- ⬇ ⬆ in Brush Size text box decreases/increases brush size by 1; ⬅ ➡ with Brush Size Slider showing decreases/increases brush size by 1; Hold down ⇧ decreases/increases 10x

(Liquify only)

- Alt + tool reverses direction for shift pixels and reflection tools
- Alt + drag in preview with reconstruct tool, Displace, Amplitwist or Affine mode selected, continually samples the distortion
- ⬇ ⬆ in Brush Size and Pressure text box decreases/increases brush pressure by 1; ⬅ ➡ with Brush Size and Pressure slider showing decreases/increases pressure by 1; Hold down ⇧ decreases/increases 10x
- Ctrl + Z to redo last step

(Pattern Maker* only)

- Ctrl + D deletes current selection
- Ctrl + Z to undo selection move
- Ctrl + G generates or generates again
- Alt + ⇧ + select intersects with current selection
- X toggles view: original/generated pattern
- Home goes to first tile in Tile History
- End goes to last tile in Tile History
- ⬅, Page Up goes to previous tile in Tile History; ➡, Page Down goes to next tile in Tile History
- Delete deletes current tile from Tile History
- ⬅, ➡, ⬇, ⬆ nudges selection when viewing the original
- ⇧ + ⬅, ➡, ⬇, or ⬆ increases selection nudging when viewing the original

Layers palette

A. Layer lock options (from left to right); Transparency, Image, Position, All; / (forward slash) toggles lock transparency for target layer, or last applied lock
B. Links/unlinks to/from target layer
C. Indicates active paint layer (brush icon if layer image is active, mask icon if layer mask is active)
D. Shows/hides layer or layer set; Alt + click toggles view: this layer/layer set only or all layers/layer sets
E. Double-click to edit layer effect/style options; Alt + double-click hides effect/style; ⇧ + drag effect/style to another layer/file to add effect to target layer set; Alt + drag effect/style to another layer/file to copy effect and replace target layer style; ⇧ + Alt + drag effect/style to another layer/file to copy effect into target layer set
F. Reveals/hides content; Alt + click reveals/hides all layers and effects
G. Points to clipping layer
H. Double-click to edit layer style
I. Layer set
J. Links/unlinks layer to/from layer mask or vector mask
K. Alt + click disables/enables vector mask
L. Double-click to open Layer Mask Display Options dialog; ⇧ + click toggles layer mask on/off; \ (backslash), or ⇧ + Alt + click toggles rubylith mode for layer mask on/off; Alt + click toggles layer mask/composite image
M. Double-click selects all type; temporarily selects type tool
N. Indicates new fill or adjustment layer
O. Alt + click groups with/ungroups from previous layer
P. Double-click to rename layer.
Q. Creates layer style
R. Creates layer mask that reveals all/selection; Alt + click for a mask that hides all/selection; Ctrl + click creates vector mask that reveals all/selection; Alt + Ctrl + click creates vector mask that hides all/selection
S. Creates new layer set; Ctrl + click creates new layer set below current layer/layer set; Alt + click creates new layer set with dialog

T. Creates new fill/adjustment layer*
U. Creates new empty layer; Alt + click creates new empty layer with dialog; Ctrl + click creates new layer below target layer
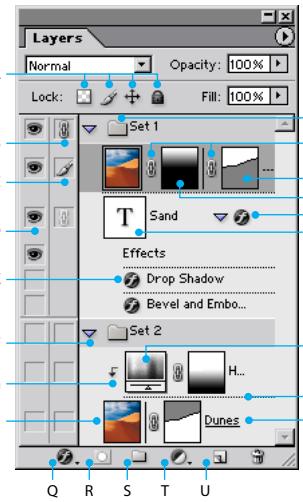
Layers menu shortcuts

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

Other layer shortcuts

- Ctrl + click layer thumbnail to load layer transparency as selection
- ⇧ + Alt + [or] activates bottom/top layer
- Alt + [or] selects next layer down/up
- Ctrl + [or] moves target layer down/up
- ⇧ + Alt + Ctrl + E merges a copy of all visible layers into target layer
- Ctrl + E merges down
- ⇧ + Ctrl + E merges visible
- ⇧ + Ctrl + [or] brings target layer to back/front (or back/front of set)
- Right-click on layer set for layer set properties
- ⇧ + Alt + P for Pass through blending mode for layer set

Common palette shortcuts

A. Expands/collapses palette§
B. Double-click to collapse/expand palette
C. Click to collapse/expand palette (except Layers palette)
D. Ctrl + click thumbnail loads as selection;
   ⇧ + Ctrl + click thumbnail adds to current selection;
   Alt + Ctrl + click thumbnail subtracts from current selection;
   ⇧ + Alt + Ctrl + click intersects with current selection
E. Creates new layer, style, swatch, action, tool preset*, channel*, path*, brush*, color table§, rollover§, or animation§;
   Alt + click sets options
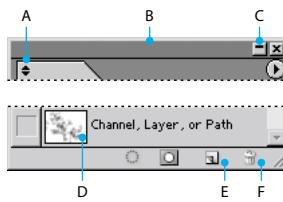
F. Deletes selected layer, style, swatch, action tool preset*, channel*, path*, brush*, file browser*, history state*, color table§, rollover§, or animation;
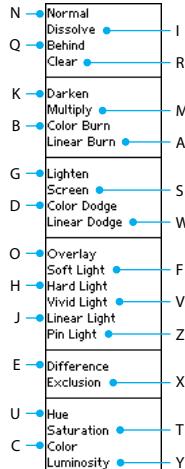   Alt + click deletes without confirmation

Other common palette shortcuts
- Tab shows/hides all palettes
- ⇧ + Tab shows/hides all palettes except the toolbox and options bar*

Blending Mode

All the shortcuts are ⇧ + Alt + the letter

Other Blending mode palette shortcuts
- ⬤ + ⇧ + Alt + D to desaturate*
- ⬤ + ⇧ + Alt + S to saturate*
- ⬤ ◯ + ⇧ + Alt + S to dodge/burn shadows*
- ⬤ ◯ + ⇧ + Alt + M to dodge/burn midtones*
- ⬤ ◯ + ⇧ + Alt + H to dodge/burn highlights*
- ⇧ + Alt + L sets blending mode to Threshold for bitmap images, Normal for all other images*

Blending modes list:
- N — Normal
- Dissolve — I
- Q — Behind
- Clear — R
- K — Darken
- Multiply — M
- B — Color Burn
- Linear Burn — A
- G — Lighten
- Screen — S
- D — Color Dodge
- Linear Dodge — W
- O — Overlay
- Soft Light — F
- H — Hard Light
- Vivid Light — V
- J — Linear Light
- Pin Light — Z
- E — Difference
- Exclusion — X
- U — Hue
- Saturation — T
- C — Color
- Luminosity — Y

Transform selections, selection borders, and paths

- Alt transforms from center or reflects
- ⇧ constrains
- Ctrl distorts
- Enter applies
- Ctrl + ☐ or Esc cancels
- Alt + Ctrl + T free transforms with duplicate data
- ⇧ + Alt + Ctrl + T transforms again with duplicate data

ImageReady Rollovers palette

A. Indicates Normal state
B. Indicates an image map;
   Double-click image map to edit name and show Image Map palette
C. Indicates a rollover state;
   Double-click rollover state to edit mouse action
D. Shows/hides rollover states or animation frames
E. Indicates an image slice;
   Double-click slice to edit name and show Slice palette
F. Indicates animation frame;
   Double-click frame to show Animation palette
G. Accesses Rollovers palette menu to turn on options for viewing animation frames
H. Indicates layer-based slice or image map
I. Indicates state with animated frames;
   Right-click to toggle visibility of frames
J. Creates animation frame (appears if Include Animation Frames is selected in palette options)
K. Creates layer-based slice rollover;
   ⬦ + click for layer-based image map rollover
L. Creates new rollover state
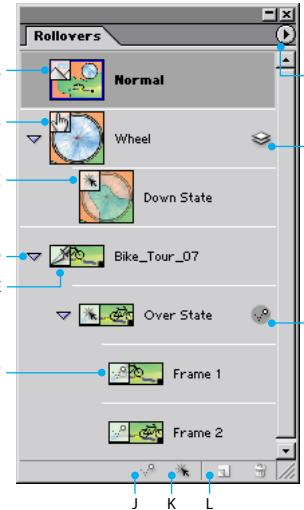
ImageReady Layers Palette

A. Selects previous frame in animation
B. Selects next frame in animation
C. Applies layer-position changes to all states in a rollover and all frames in an animation
D. Applies layer-visibility changes to all states in a rollover and all frames in an animation
E. Applies layer-style changes to all states in a rollover and all frames in an animation
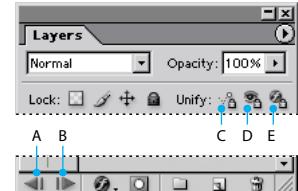
ImageReady Animation palette

Frame shortcuts
- ⇧ + click on second frame selects/deselects multiple contiguous frames
- Ctrl + click on multiple frames selects/deselects multiple discontiguous frames
- ⇧ + Alt + paste frames replaces destination frame with copied frames
- ⇧ + Ctrl + ✥ - drag moves content of selected layer in all selected animation frames
- Alt + paste frame gives most recent screen option selected and bypasses dialog box

ImageReady Color Table palette

- Alt + click on swatch selects background color
- ⇧ + click on a second swatch to select multiple contiguous colors; last color clicked becomes foreground color
- Ctrl + click on multiple swatches to select discontiguous colors; last color clicked becomes foreground color
- Alt + click New Color button or drag color proxy from Tools palette onto color table to add current background color
- Ctrl + click New Color button or drag color proxy from Tool palette to New Color button to insert foreground color and create custom palette