Adobe® Photoshop® with Adobe ImageReady®

Version 7 for Windows®

**QUICK REFERENCE CARD**

- Adobe Online
- Move (V)
- Magic wand (W)
- Slice (K)
- Brush (B)
- History brush (Y)*
- Gradient (G)*
- Dodge (O)†
- Horizontal Type (T)
- Eyedropper (I)
- Zoom (Z)
- Switch colors (X)
- Background color
- Jump to ImageReady (Ctrl + M)
- Jump to Photoshop (Ctrl + M)
- 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
- Elliptical marquee
- Single row marquee
- Single column marquee
- 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§
- Pencil (B) (Photoshop)
- (N) (ImageReady)
- Circle image map§
- Polygon image map§
- Image map select§

* 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 45°
- 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

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fits image in window</td>
<td>Double-click  or Ctrl + Ø (zero)</td>
</tr>
<tr>
<td>100% magnification</td>
<td>Double-click  or Alt + Ctrl + Ø (zero)</td>
</tr>
<tr>
<td>Zooms in or out</td>
<td>Ctrl +  or</td>
</tr>
<tr>
<td>Applies zoom percentage, and keeps zoom percentage box active*</td>
<td>+ Enter in Navigator palette</td>
</tr>
<tr>
<td>Zooms in on specified area of an image*</td>
<td>Ctrl + drag over preview in Navigator palette</td>
</tr>
</tbody>
</table>

### Selecting and moving objects

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repositions marquee while selecting†</td>
<td>Any marquee tool (except single column and single row) + drag</td>
</tr>
<tr>
<td>Adds to or subtracts from selection</td>
<td>Any selection tool +  or Alt + drag</td>
</tr>
<tr>
<td>Intersects a selection</td>
<td>Any selection tool +  + Alt + drag</td>
</tr>
<tr>
<td>Constrains marquee to square or circle (if no other selections are active)†</td>
<td>+ drag</td>
</tr>
<tr>
<td>Draws marquee from center (if no other selections are active)†</td>
<td>Alt + drag</td>
</tr>
<tr>
<td>Constrains shape and draws marquee from center†</td>
<td>+ Alt + drag</td>
</tr>
<tr>
<td>Switches from  to * †</td>
<td>Alt + drag</td>
</tr>
</tbody>
</table>

### Painting

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selects background color</td>
<td>+ Alt + click</td>
</tr>
<tr>
<td>Deletes  *</td>
<td>+ Alt + click</td>
</tr>
<tr>
<td>Sets opacity, tolerance, strength, or exposure for painting mode</td>
<td>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)</td>
</tr>
<tr>
<td>Sets flow for painting mode</td>
<td>Any painting or editing tool +  + number keys (e.g., 0 = 100%, 1 = 10%, 4 then 5 in quick succession = 45%) (For Airbrush, omit )</td>
</tr>
</tbody>
</table>

### 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  
- 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

### Selecting and Moving Objects

- 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
- Switches from  to * †: Alt + drag

### Painting

- 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

- 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)

‡ Applies to shape tools

§ Not in ImageReady

### Shift Key

- Shift

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycles through blending modes</td>
<td>+</td>
</tr>
<tr>
<td>Fills selection/layers with foreground or background color: Alt + Backspace, or Ctrl + Backspace†</td>
<td></td>
</tr>
<tr>
<td>Fills from history*: Alt + Ctrl + Backspace†</td>
<td></td>
</tr>
<tr>
<td>Displays Fill dialog box</td>
<td>+ Backspace</td>
</tr>
<tr>
<td>Lock transparent pixels on/off: /</td>
<td></td>
</tr>
<tr>
<td>Connects points with a straight line: Any painting tool +  + click</td>
<td></td>
</tr>
</tbody>
</table>

† Hold down  to move 10 pixels

‡ Applies to shape tools

§ Not in ImageReady
### Editing

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moves type in image</td>
<td>Ctrl + drag type when Type layer is selected</td>
</tr>
<tr>
<td>Aligns left, center, or right*</td>
<td>T +  + Ctrl + L, C, or R</td>
</tr>
<tr>
<td>Aligns top, center, or bottom*</td>
<td>T +  + Ctrl + L, C, or R</td>
</tr>
<tr>
<td>Selects 1 character left/right or 1 line down/up, or 1 word left/right</td>
<td>or  + Ctrl +</td>
</tr>
<tr>
<td>Selects characters from insertion point to mouse click point</td>
<td>+ click</td>
</tr>
<tr>
<td>Moves 1 character left/right, 1 line down/up, or 1 word left/right</td>
<td>or Ctrl +</td>
</tr>
<tr>
<td>Designates new origin over existing type</td>
<td>+ click or click + drag</td>
</tr>
<tr>
<td>Selects word, line, paragraph, or story</td>
<td>Double-click, triple-click, quadriple-click, or quintuple-click</td>
</tr>
<tr>
<td>Shows/Hides selection on selected type</td>
<td>Ctrl + H</td>
</tr>
<tr>
<td>Toggles Underlining on/off*</td>
<td>+ Ctrl + U</td>
</tr>
</tbody>
</table>
| Toggles Strikethrough on/off* |  + Ctrl + /
| Toggles All Uppercase on/off* |  + Ctrl + X |
| Toggles Superscript on/off* |  + Ctrl + + |
| Toggles Subscript on/off* |  + Alt + Ctrl + + |
| Choosing 100% horizontal scale* |  + Ctrl + X |
| Choosing 100% vertical scale* |  + Alt + Ctrl + X |
| Choosing 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 |
| Increases type size of selected text 2 pts/px |  + Ctrl + < > |
| Increases leading 2 pts/px | Alt +  |
| Increases baseline shift 2 pts/px | Alt +  |
| Increases kerning/tracking 20/1000 ems | Alt +  |

### Path editing*

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selects multiple anchor points</td>
<td>+ click</td>
</tr>
<tr>
<td>Selects entire path</td>
<td>+ Alt + click</td>
</tr>
<tr>
<td>Duplicates a path (works with any pen tool)</td>
<td>+ Alt + Ctrl + drag</td>
</tr>
<tr>
<td>Switches from  or  to Ctrl</td>
<td>Ctrl</td>
</tr>
<tr>
<td>Switches from  to when over path</td>
<td>Alt</td>
</tr>
</tbody>
</table>

### Slicing and Optimizing

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggles browser dither for selected image pane in Optimized view*</td>
<td>+ Ctrl + Y</td>
</tr>
<tr>
<td>Toggles through gamma previews in selected image pane*</td>
<td>Alt + Ctrl + Y</td>
</tr>
<tr>
<td>Toggles through Optimized/2up/4up/Original window*</td>
<td>Ctrl + Y</td>
</tr>
<tr>
<td>Toggles between slice tool and slice selection tool</td>
<td>Ctrl</td>
</tr>
<tr>
<td>Draws square slice</td>
<td>+ drag</td>
</tr>
<tr>
<td>Draws from center outward</td>
<td>Alt + drag</td>
</tr>
<tr>
<td>Draws square slice from center outward</td>
<td>Alt +  + drag</td>
</tr>
<tr>
<td>Repositions slice while creating slice</td>
<td>Spacebar + drag</td>
</tr>
<tr>
<td>Opens context-sensitive menu</td>
<td>Right mouse button on slice</td>
</tr>
</tbody>
</table>
**Actions palette**

A. Tums set on/off*
B. Tums action on/off
C. Tums command on/off;
   Alt + click turns current command on and all
   others off*
D. Tums breakpoint point on/off;
   Alt + click turns on current breakpoint point,
   and turns off all other breakpoints 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 adds to the action
K. Creates new set*

**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*

**Other action shortcuts**

- F9 shows/hides palette
- Alt + click selects non-contiguous items of
  the same kind*
- Ctrl + click selects contiguous items of the
  same kind*
- Ctrl + ~ selects composite
- Alt + click swatch deletes color
- Ctrl + click swatch selects background color*
- Click in empty area of palette creates new
  swatch from foreground color*
- Ctrl + click swatch selects background color*
- Alt + click swatch deletes color
- Alt + click on a second color selects multiple
  contiguous colors*
- Ctrl + click on multiple colors selects multiple
  contiguous colors*
- 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 + double-click 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

**Other history shortcuts**

- Ctrl + click adds to selection (discontiguous)
- F8 shows/hides palette
- Ctrl + click Create New Channel button creates
  a new spot channel
- Ctrl + 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**

- F6 shows/hides palette
- Ctrl + 0 opens file browser
- Ctrl + moves down a folder (in folder view) or a
  row
- Ctrl + moves left one item
- Ctrl + moves right one item
- Tab moves to next pane
- Home moves to the first item

**Brushes palette**

- Alt + click brush deletes brush*
- Double-click brush to rename brush*
- [ or ] decreases/increases brush size*
- Ctrl + [ or ] decreases/increases brush softness/
  hardness in 25% increments*
- Alt + , or , selects first/last brush*
- , or selects previous/next brush*
- *Not in ImageReady
*ImageReady only

**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
- Ctrl + click on a second color selects multiple
  contiguous colors*
- Ctrl + click on multiple colors selects multiple
  contiguous 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
- [ or ] changes color read-out modes*
- Click cross-hair icon + changes measurement units**

**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)
- Eyedropper (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 toggle 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 selects 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 box decreased/increases brush pressure by 1;
  [ ] with Brush Size and Pressure slider showing decreases/increases pressure by 1;
  Hold down + decreases/increases 10x
- Ctrl + Z redo last step

(Extract* only)

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

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. Reverses/hides content;
  Alt + click reverses/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 rubyth mode for layer mask on/off;
  Alt + click toggles layer mask/composite image for layer set
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/layerset;
  Alt + click creates new layer set with dialog

Layers menu shortcuts

- Ctrl + click layer thumbnail to load layer transparency as selection
- + Alt + [ or ] activates bottom/top layer
- + [ or ] selects next layer down/up
- Ctrl + [ or ] moves target layer down/up
- Ctrl + + Alt + + 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

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 + G to dodge/burn highlights
- + Alt + H to dodge/burn midtones
- + Alt + L sets blending mode to Threshold for bitmap images, Normal for all other images

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. Indicates a rollover state in all frames in an animation
E. Indicates an image slice;
   Double-click slice to edit mouse action
F. Indicates animation frame;
   Double-click frame to show Animation palette
G. Indicates an animation frame;
   Double-click frame to show Animation palette
H. Creates animation frame (appears if Include Animation Frames is selected in palette options)
I. Creates layer-based slice rollover;
   Right-click to toggle visibility of frames
J. Creates layer-based slice rollover;
   + click for layer-based image map rollover
K. 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/destaeks multiple contiguous frames
- Ctrl + click on multiple frames selects/deselects multiple contiguous 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

- Ctrl + click on second frame selects/destaeks multiple contiguous colors
- Ctrl + click on multiple swatches to select multiple contiguous colors
- Alt + click New Color button or drag color proxy from Tool palette onto color table to add current background color

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

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