

TIPS TRICKS^{AND} HOW TO...

Use Photoshop's Shortcut Keys

Action	Shortcut
Auto Color	CTL + Shift + B
Auto Contrast	ALT + Shift + CTL + L
Auto Levels	CTL + Shift + L
Bring Layer Forward	CTL +]
Bring Layer to Front	CTL + Shift +]
Clear	Backspace or Delete
Close	CTL + W or CTL + F4
Copy	CTL + C or F3
Cut	CTL + X or F2
Desaturate	CTL + Shift + U
Exit	CTL + Q or ALT F4
Fill	Shift + Backspace or Shift + F5
Free Transform	CTL + T
Guides – show or hide	CTL + Semicolon ;
Hue/Saturation	CTL + U
Image Size	F11
Inverse Selection	CTL + Shift + I or Shift + F7
Levels	CTL + L
Merge Down	CTL + E
Merge Visible	CTL + Shift + E
New	CTL + N
New Layer	CTL + Shift + N
Page Setup	CTL + Shift + P
Paste	CTL + V or F4
Print	CTL + P
Redo	CTL + Z
Rulers – Show or Hide	CTL + R
Save	CTL + S
Save As	CTL + Shift + S
Save a Copy	CTL + Alt + S
Select All	CTL + A
Select None	CTL D
Send Layer Backward	CTL + [
Send Layer to Back	CTL + Shift + [
Step Backward	CTL + Alt + Z
Step Forward	CTL + Shift + Z
Snap to Grid	CTL + Shift + Quote (“)
Snap to Guides	Control + Shift + Semicolon ;
Undo	CTL + Z
Ungroup Layers	CTL + Shift + G
Zoom In	CTL + Plus (+)

Zoom Out	CTL + Minus (-)
Specify an Area to Clone	Alt + Click with Rubber Stamp Tool
Select All Text	CTL + A
Increase Type Size Two Pixels (or points)	Ctrl+ Shift+ greater than (>)
Decrease Type Size Two Pixels	Ctrl+ Shift+ less than (<)
Deselect Everything	CTL + D
Merge Layer with Next Layer Down	CTL + E
Merge Linked Layers	CTL + E
Merge All Visible Layers	CTL + Shift+ E
Undo or Redo Last Operation	CTL + Z
Redo Undone Operation	CTL + Shift+ Z

FACT