

## Photoshop Tips

1. Tab key toggles all the palettes on and off. Shift+Tab toggles off all palettes except the toolbox.
2. Double click on the fat, top border of the toolbox to hide all the tools. Do it again to bring them back.
3. CTRL + J copies a selection or layer to a new layer.
4. CTRL + Shift + J cuts a selection or layer to a new layer.
5. Alt- CTRL + Shift + N creates a new layer without the New Layer dialog box.
6. (CS2) Alt- CTRL + Shift + E creates a new layer that is a composite of all the rest. (It will act as a Multiply layer if it is visible with all the other layers.)
7. One way to change brush styles or sizes is to right click, hold the button down, drag to the brush style you want. When you let go, the menu should disappear.
8. If a tool has an Opacity setting it can be changed by just typing a number while the tool is active. Photoshop assumes a single digit is a multiple of 10. For example if you want to set the brush to 30%, all you have to do it type a 3.
9. If pressing a number (when the brush is selected) changes the Flow percentage rather than the Opacity percentage, that means the Airbrush feature is on. To change Opacity, hold the Shift key when typing the number or turn off the Airbrush using the airbrush icon on the toolbar.
10. Alt + click on the Eye icon of a layer hides all the other layers. Do it again to make all layers visible again.
11. CTRL and + or – will zoom the image in or out. Also using the scroll wheel with the Move tool selected will zoom the image.
12. You can select all the highlights in an image by pressing Ctrl+Alt+~ (tilda). To select all the shadows (all pixels more than 50% gray), select all the highlights and then select Ctrl+Shift+I (Select/Inverse).
13. To add a new layer below the current layer, hold the CTRL key when you click on the New Layer button in the Layers palette.
14. Holding the CTRL key while using any tool, temporarily gives you the Move tool
15. ALT + click on a layer mask and you see just the mask. May be useful for touching up the mask and to make sure a layer mask doesn't have any "holes" in it.

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16. If by adding a layer mask you would have to paint most of the image to make the mask you want, hold the ALT key when you click on the Add Mask button in the Layers palette. That will fill the mask with black and then you paint the opposite part of the image (than you would have if the mask had been all white).
17. To get a good preview of the feathering affect of a selection, don't use Feather. Instead, press "Q" to switch to quick mask mode then use Gaussian Blur. As you change the Radius you'll see the effect of the blur (or feathering). Then click OK and press "Q" again to switch out of quick mask mode.
18. Have you ever tried to use the magic wand on an area with low contrast and it never seems to work right? You never seem to be able to select the area you want without also selecting the background. Create a Levels adjustment layer (make it the top layer in the Layers palette) and increase the contrast dramatically. Now do your selection with the magic wand. Because of the increased contrast, the selection should be easier. When finished, just delete the adjustment layer.
19. You can color code layers in the Layers palette to make layers easy to find. Right click on the eye and select a color.
20. Try Shadow/Highlight on a specific channel. It will have different effects than just using it on all channels. Select the channel in the channels palette and select Shadow/Highlight from the Adjustments menu. Make sure the correct layer is selected first.
21. To print just a portion of a large print at actual size to see if it will look good - Make a selection on the image of the area you want to want to print. When you select print, you should check the box labeled "Print selected Area".
22. If you are using the Transform tool and the bounding box is off the viewable space, pressing CTRL + 0 (zero) will center the object in the screen and make it small enough for you to see the entire transform bounding box.
23. (CS2) To repeat the filter you just used and make the filter's dialogue box come up, press Ctrl + Alt + F.
24. Forget to save a selection? As long as you haven't made another selection since the last use of the one you want, you can still get back to it. Go to Select/Reselect in the menu. It will make the previous selection, then you can save it.
25. Curves trick – To find the spot on the curve for a certain color, Ctrl+click on the color in the photo. A point for that color will appear on the curve.
26. (CS2) To restore the area of an image you cropped (using the Hide feature in the crop tool), select the Crop tool. Then select the entire image a.and the drag the handles out to bring the cropped area back into view.

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27. The Eyedropper's sample size affects the Magic Wand. If the eyedropper sample size is 3 by 3 or 5 by 5, the Magic Wand will select a much larger range of pixels.
28. Holding the Alt key while selecting an adjustment (like Levels) with a speed key, will bring up the last used settings. (i.e. – for Levels, Ctrl+Alt+L)
29. Scrubby sliders – Change more quickly if you hold the Shift key. Changes will move more slowly if you hold the CTRL key.
30. Use the “swap” arrows between the Width and Height values in the toolbar (for Marquee, Crop, etc.). Useful when switching between vertical and horizontal aspect ratios.
31. Help on the menu has several How-to's for common tasks.
32. Brush indicator – If you're using a brush and you just see cross hairs instead of a circle the size of the brush, turn Caps Lock off.

### Keyboard shortcuts

| Function                | CS               | CS2              |
|-------------------------|------------------|------------------|
| Deselect everything     | CTRL + D         | CTRL + D         |
| Undo last thing you did | CTRL + Z         | CTRL + Z         |
| Print with Preview      | CTRL + Alt + P   | CTRL + Alt + P   |
| Feather                 | CTRL + Alt + D   | CTRL + Alt + D   |
| Inverse selection       | CTRL + Shift + I | CTRL + Shift + I |
| Save (file)             | CTRL + S         | CTRL + S         |
| Levels                  | CTRL + L         | CTRL + L         |
| Select All              | CTRL + A         | CTRL + A         |
| Image Size              |                  | CTRL + Alt + I   |