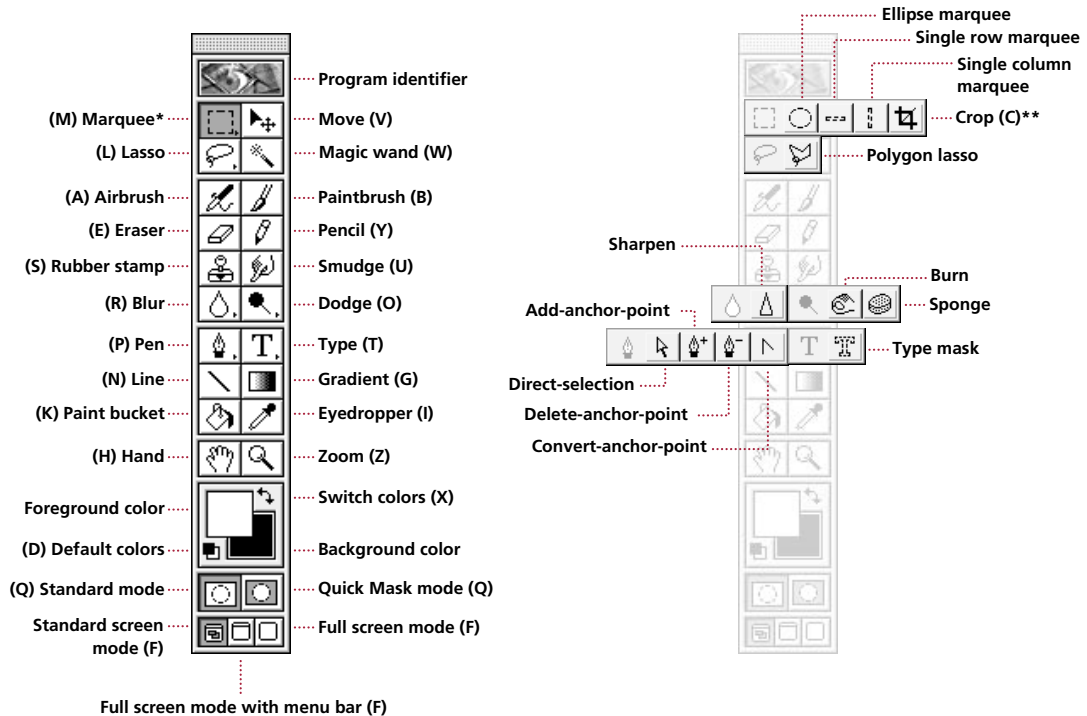


# Adobe Photoshop®

Version 4.0 for Windows®

## QUICK REFERENCE CARD



























\*Press shortcut key (in parentheses) to select tool.

\*\*Alt-click tool or press shortcut key to move through hidden tools (except single row marquee and single column marquee).
















### Common tool shortcuts

- Press Tab to show or hide all palettes, press + Tab to show or hide all palettes but the Tool palette.
- Press Ctrl for (except when is selected)
- Press Spacebar for
- Ctrl + Spacebar for
- Press Alt + Ctrl + Spacebar for






## Selecting & moving

| RESULT  | ACTION  |
|---|---|
| Repositions marquee while selecting                       | Drag any selection tool + Spacebar  |
| Adds to a selection                                       | Press  + Then drag any selection tool  |
| Subtracts from a selection                                | Press Alt + Then drag any selection tool  |
| Intersects a selection                                    | Press  + Alt + Then drag any selection tool  |
| Constrains marquee to square or circle                    | Begin dragging  or  + Then press   |
| Draws marquee from center                                 | Begin dragging  or  + Then press Alt  |
| Constrains marquee from center                            | Begin dragging  or  + Then press  + Alt  |
| Moves copy of a selection                                 | Alt–drag selection with    |
| Moves selection or pixels in 1-pixel increments           |     with any selection tool or with    |
| Moves selection or pixels in 10-pixel increments          |  +     with any selection tool or with  |
| Copies pixels in selection                                | Alt + Ctrl with any selection tool  |
| Snap's guide to ruler ticks                               |  –drag guide   |
| Changes guide orientation to horizontal or vertical       | Alt–drag guide  |
| Constrains movement to straight line and multiples of 45° |  –drag   |


## Pen tool

| RESULT   | ACTION   |
|--|--|
| Adds to path   |  –click with   |
| Selects whole path   | Alt–click with    |
| Constrains drawing or dragging to multiples of 45°   |  +  or  |
| Switches from  to    | Ctrl   |
| Switches between  + and    | Alt  |
| Switches from  to  when pointer is over anchor   | Ctrl   |
| Switches from  to  – or  + when pointer is over path border | Alt + Ctrl   |





## Painting

| RESULT   | ACTION   |
|--|--|
|                                   | Alt + Any painting or editing tool   |
| Selects background color   |  + Alt-click  |
| Sets pressure or layer opacity (0=100%; 1=10%)   | [Number key] + Any painting or editing tool. Press two numbers in quick succession for double-digit values (e.g., for 45%, press 4 then 5) |
| Constrains stroke to straight line   |  + Drag any painting or editing tool                      |
| Fills selection with foreground color  | Alt + Backspace  |
| Fills selection with foreground color using Preserve Transparency  |  + Alt + Backspace  |
| Fills selection with background color  | Ctrl + Delete  |
| Fills selection with background color using Preserve Transparency  | Alt + Ctrl + Backspace   |
| Deletes selection and replaces with transparency (in layer) or with background color (in background or in channel) | Delete   |
| Displays Fill dialog box   |  + Backspace  |
| Precise cross hair for brushes   | Caps Lock  |

## Gradient editor

| RESULT  | ACTION   |
|---|--|
| Creates new gradient when Gradient Editor is open               | Ctrl + N in Gradient Editor  |
| Saves selected gradients in Gradient Editor as gradient files   |  + Ctrl-click Gradient Editor Save button |
| Saves selected gradient in Gradient Editor as a Curves map file | Alt + Ctrl-click Gradient Editor Save button   |

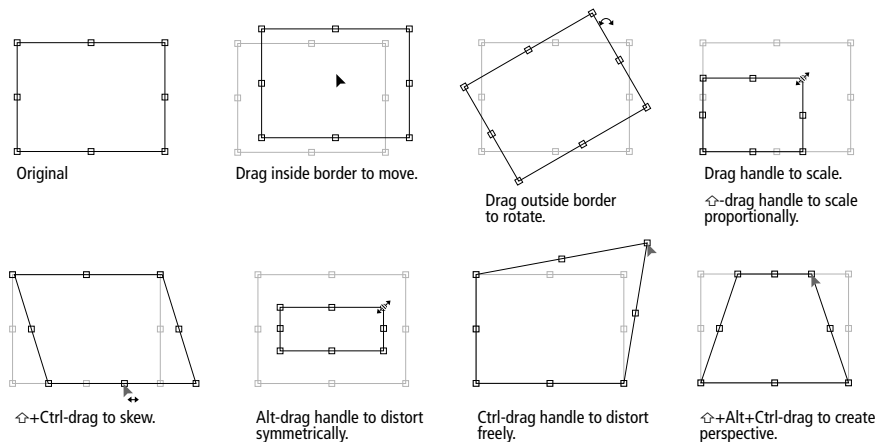
## Viewing

| RESULT               | ACTION  |
|----------------------|---|
| Fits image on screen | Double-click   |
| 100% magnification   | Double-click  , or Alt + Ctrl + Ø (zero)   |
| Zooms in or out      | Ctrl +  or  |

## Other shortcuts

| RESULT   | ACTION  |
|--|---|
| Applies last filter  | Ctrl + <b>F</b>   |
| Opens last filter dialog box   | Alt + Ctrl + <b>F</b>   |
| Cancels operation  | Esc   |
| Resets dialog box to last settings used  | Alt + Click Reset   |
| Increases or decreases selected value in dialog box by 1 unit (except in filters)          | ↑ ↓   |
| Increases or decreases selected value in most dialog boxes by 10 units (except in filters) | ⇧ + ↑ ↓   |
| Displays context-sensitive menu  | Right mouse button + Click                                      |
| Goes to last preferences set   | Alt + Choose File > Preferences > General                       |
| Loads last color adjustment settings used  | Alt + Choose Image > Adjust (Levels, Curves, Color Range, etc.) |
| Makes Curves grid finer or coarser   | Alt-click in Curves dialog box grid                             |
| Displays dialog box with smaller fonts   | Alt + Choose Image > Calculations                               |

## Free Transform



### Transformation control keys:

|                        |       |
|------------------------|-------|
| Transforms from center | Alt   |
| Constrains             | ⇧     |
| Distorts               | Ctrl  |
| Applies                | Enter |
| Cancels                | Esc   |

# Common palette shortcuts

- 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.

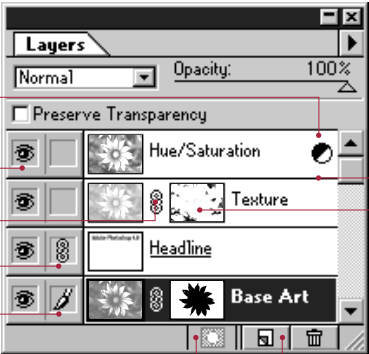
Deletes selected channel, layer, or path;  
Alt-click Trash deletes selected channel, layer, or path without confirmation.



Creates new channel, layer, or path;  
Alt-click sets options.

# Layers palette

- Double-click adjustment layer opens color adjustment dialog box.
- Shows/hides layer;
- Alt-click shows all others.
- Click between layer and layer mask thumbnails locks them.
- Links layers
- Indicates active paint layer
- Adds new layer mask;
- Alt-click adds inverted mask.

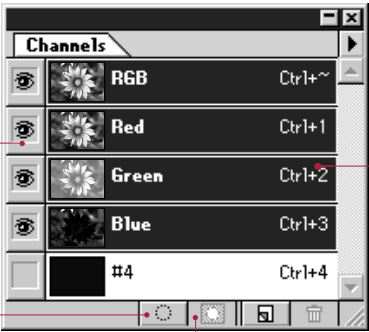


## Layers menu shortcuts

- Alt + Merge Down copies current layer to layer below.
- Alt + Merge Visible creates new layer that merges visible layers.
- Alt + Merge Linked creates new layer that merges linked layers.
- Alt-click line between layers turns clipping group on or off.
- Double-click to change layer or layer mask options.
- ⇧-click turns layer mask on or off.
- Alt-click switches between layer mask view and composite image.
- ⇧+ Alt-click turns Quick Mask mode on or off.
- Ctrl-click adds new adjustment layer.

# Channels palette

- Shows/hides channels
- Loads selected channel as selection;
- Alt-click sets options.

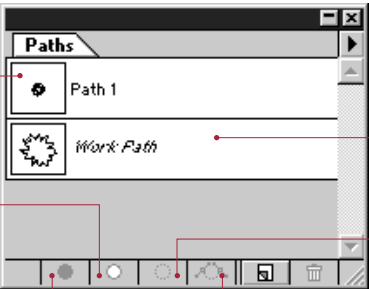


## Alpha channel shortcuts

- ⇧-click alpha channel switches between composite color channel and alpha channel.
- Double-click alpha channel to change channel name and options.
- ⇧-click color channel selects or deselects in multiple color-channel selection.
- Saves current selection as a new channel;
- Alt-click sets options.

# Paths palette

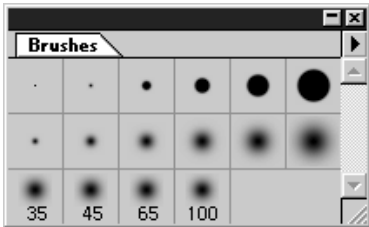
- Double-click thumbnail to rename path.
- Colors path border with current foreground color;
- Alt-click sets options.
- Fills path with current foreground color;
- Alt-click sets options.



- Drag work path to New Path button makes it a new path.
- Loads path as selection;
- Alt-click sets options.
- Makes selection a work path;
- Alt-click sets options.

## Brushes palette

- Ctrl-click deletes brush.
- [ selects previous brush.
- ] selects next brush.
- ⇧ + [ selects first brush.
- ⇧ + ] selects last brush.
- Double-click brush to change current settings.



## Info palette

Color mode pop-up menu

Units pop-up menu



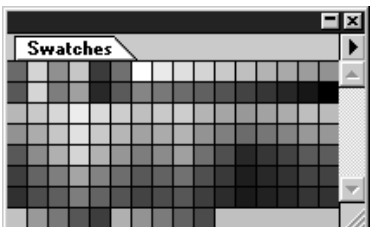
## Color palette

- Alt-click color selects background color.
- Ctrl-click displays Color Bar dialog box.
- ⇧-click cycles through color choices in color bar.



## Swatches palette

- Click empty swatch adds foreground color.
- Ctrl-click color deletes swatch.
- Alt-click swatch selects background color.
- ⇧-click swatch replaces color.
- ⇧ + Alt-click inserts new swatch.



## Navigator palette

Zoom percentage

Zoom controls



⇧ + Enter applies zoom percentage and keeps text box active.

Ctrl-drag over preview zooms to specified location.

## Actions palette

Turns on all commands in the current action

Alt-click checkmark icon turns current command on and all others off.

Turns breakpoint on or off;

⇧-click turns on current breakpoint and turns off all other breakpoints in an action.

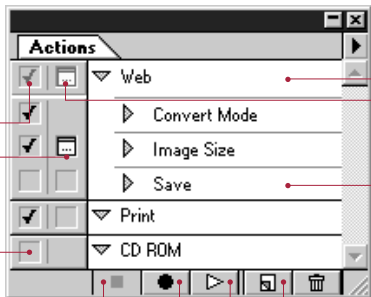
Click turns command on or off;

Alt-click checkmark icon turns current command on and all others off.

Stop Action

Record Action

Play Action



Double-click changes action options.

Ctrl-double-click plays entire action.

Turns on all breakpoints in an action

Double-click records settings again.

Ctrl-click Play plays from selected command to end of action.

Creates new action and begins recording;

Alt-click creates and begins recording new action without confirmation.

