

## PhotoShop Tips and Tricks

### **PhotoShop's environment: manipulating its palettes and views.**

#### The PhotoShop Environment

1. To select a menu without using the mouse, press Alt + the underlined letter in the menu's name.
2. Press F, the window fills the screen but the menu bar is still visible. Pressing F again, and again will cycle through view modes.
3. Control + R, resizes to display vertical and horizontal rulers.
4. Control + K, opens the general options of the Preferences dialog box.
5. The arrow key at the bottom of the PS screen displays current magnification, document size, and instructions for the currently-selected tool.
6. Press W, the Magic Wand tool is selected.

#### Manipulate Palettes

7. To temporarily hide or show the palettes, press Shift – Tab.
8. To temporarily hide the palettes and the toolbox, press Tab.
9. To increase or decrease the position of a selected area in 10% increments, press Shift + the up or down arrow keys.
10. To always open Photoshop with the palettes set to the default locations, deselect Save Palette Locations in the General Preferences tab.
11. Press F8, the Info tab becomes active. Move the pointer over your image and watch the values change on the Info palette.

## Changing Views

12. To zoom out using the keyboard, press Control and (plus sign).
13. To zoom in using the keyboard, press Control and (minus sign).
14. With the Zoom Tool selected, right-click the image window to choose Fit on Screen, Actual Pixels, Print Size, Zoom In, or Zoom Out from a pop-up menu.
15. Hold Control + spacebar to activate the Zoom In Tool when another tool is already selected. Hold Alt + spacebar to activate the Zoom Out Tool.
16. To display another copy of the active image window, select New View from the View menu. Consequently, you can work close up on one view while monitoring the full image in another.
17. Press Control + Alt + (+/-) to resize the window as you zoom.
18. Press Z, the Zoom Tool becomes active.
19. Hold Alt, the zoom icon contain a minus sign(-). Click several times and the image shrinks. Release the Alt key, the image shrinks while the window remains the same size.
20. Press Control + 0 to fit the image on the screen.
21. Click and drag the scroll box at the bottom of the image window to see the image contents beyond the boundaries of the window.
22. Double-click 100% on the status bar, type in the magnification you'd like. Press enter.
23. Use the Control key, click on the image and move your cursor to move the image around in a shrunken window.
24. Press Control + or - Alt + to resize the window as you zoom in and out.
25. Press Control + Alt + drag image to duplicate it.

26. Double-click the zoom tool icon to restore the image to 100%.
27. Drag the Zoom tool diagonally down and right of the image, a dotted line (marquee) surrounds the image. Release the mouse button, the image zooms to the marqueeed area.
28. Select Window to Show Navigator, the Navigator palette displays. Click the Zoom Out button several times to zoom out. Click the Zoom In button several times to zoom in. Drag the triangle on the slider at the bottom of the Navigator palette to the left and right. The image zooms in and out. The red proxy box in the preview area changes as you move the slide and matches the viewable image area.
29. Move the mouse into the area inside the red proxy box, the pointer becomes a hand. Click and drag the proxy to another area of the image, the image window moves with the proxy. Click the palette menu arrow on the Navigator palette, select Palette Options and click the color arrow. Select another color to change the color of the proxy box.

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