



Editing Functions	Shortcut	Menu Path
To Save	Press Control S	File>Save
To Undo	Press Control Z	Edit>Undo
To Transform ; Scale, Perspective, Distort, Skew, Rotate	Press Control T	Edit>Free Transform
To Invert . This will change the current colors of a layer or mask to the opposite,complementary, or negative color(s).	Press Control I	Image>Adjustments>Invert
To Fill a Layer or Selection with the Foreground Color .	Press Alt Backspace	Edit>Fill...Foreground Color
To Fill a Layer or Selection with the Background Color .	Press Control Backspace	Edit>Fill...Background Color
To Edit in Quick Mask Mode or to Revert to Standard Editing Mode. This Mode allows you to select an area using brushes or fill commands. The Quick Mask area is noted by a semi transparent Red Overlay.	Press the letter Q	 <p>Standard Quick Mask</p> <p>These icons are located in the Tool-box; third panel up from the bottom.</p>
To Revert back to Standard Editing Mode . This will change the Quick Mask Areas to an active selection (marching ants).	Press the letter Q	
To Duplicate a Layer (Jump a Layer)	1. Press Control J 2. Drag the Layer to the New Layer icon at the bottom of the Layers Palette.	1. Layer>New>Layer Via Copy 2. Layer>Duplicate Layer (from either the top menu or the flyout options tab of the Layers Palette.
To make a Selection around objects on a transparent layer.	Press Control Click on thumbnail in the Layers Palette .	Select>Load Selection
To Copy a Selection to the Clipboard.	Press Control C	Edit>Copy
To Paste a Copy from the Clipboard.	Press Control V	Edit>Paste
To Quit Program	Press Control Q	File>Exit

View Functions	Shortcut	Menu Path
To Zoom In	Press Control +	View>Zoom In
To Zoom Out	Press Control -	View>Zoom Out
To Fit on Screen	Press Control 0	View>Fit on Screen
To View at 100% ratio	Press Control Alt 0	View>Actual Pixels
To Show/Hide Rulers	Press Control R	View>Rulers
To Show/Hide Guides	Press Control ;	View>Show>Guides
To Hide Palettes & Toolbox	Press Tab	
To Hide Palettes but not Toolbox	Press Shift Tab	
To Reset Palettes to their Default View and Location		Window>Workspace>Reset Palette Locations

NOTE: The View Show/Hide for all individual Palettes can be found under the top **Window** Menu item.

Selection Functions	Shortcut	Menu Path
To D eselect a Selection. This deactivates a selection; makes the “marching ants” go away!	Press Control D	Select>Deselect
To I nverse a Selection. This flips the initial selected area to select only the opposite area of the initial selection.	Press Shift Control I	Select>Inverse
To H ide the Selection borders--temporarily hides only the “marching ants” but the selection is still active.	Press Control H	View>Hide/Show Selection Edges. Also under View>Show>Extra Options you can set several functions to Show/Hide with this Shortcut.
To S elect All. This will activate a Selection border around the entire Canvas. If a Text Box is active, then this Control will select all of the text.	Press Control A	Select>All

Toolbox Functions	Shortcut	Tips
To set the Foreground/Background Color Swatches to their Default of Black/White.	Press the letter D	Not to be confused with “Control D” which Deselects marching ants.
To switch or eXchange the positions of the Foreground/Background Color Swatches in the Toolbox.	Press the letter X	
To Toggle the three Screen Viewing Modes ; Standard, Full Screen with Menu, Full Screen No Menu-Black Background.	Keep pressing the letter F ; this will toggle through and back to Standard View Mode.	Also found under View>Screen Mode
To select the MoVe Tool . This tool allows you to move the position of pixel elements on transparent layers, shapes, and allows you to change the position of unlocked guides.	1. Hold down the Control key to temporarily toggle the Move tool, let go to resume with the previously selected tool. 2. Press the letter V	
To select the Hand Tool . This tool allows you to pan your view of the image when viewing in magnified view or when the Document Window box is not revealing the entire image.	1. Hold down the Spacebar to temporarily toggle the Hand tool, let go to resume with the previously selected tool. 2. Press the letter H	Preferred using as opposed to the Document Window Scroll Bars.
To select the Brush Tool	Press the letter B .	
To select the Eyedropper Tool . This tool will change the Foreground color to the color clicked on in any open document, or color palettes.	1. Hold down the Alt key to sample, while the current tool is a Brush. 2. Press the letter I	To sample any visible colors on your desktop, start by pressing down the mouse inside the document then slide the eyedropper anywhere outside of the document.

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To Paste a Copy from the Clipboard.	Press Command V	Edit>Paste
To Quit Application	Press Command Q	File>Quit or Photoshop>Quit

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