## Viewing

<table>
<thead>
<tr>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fits image in window</td>
<td>Double-click or (\text{Shift} + 0) (zero)</td>
</tr>
<tr>
<td>100% magnification</td>
<td>Double-click or (\text{Shift} + \text{drag} + \text{Option} + 0) (zero)</td>
</tr>
<tr>
<td>Zooms in or out</td>
<td>(\text{Shift} + \text{drag} + \text{Option} + \text{drag} )</td>
</tr>
<tr>
<td>Selects background color</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Switches from to</td>
<td>(\text{Shift} + \text{drag} + \text{Option} + \text{drag} )</td>
</tr>
<tr>
<td>Constrains marquee to square or circle (if no other selections are active)</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Intersects a selection</td>
<td>Any selection tool + (\text{Shift} + \text{drag} + \text{Option} )</td>
</tr>
<tr>
<td>Constraints marquee to square or circle (if no other selections are active)</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Draws marquee from center (if no other selections are active)</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Constrains shape and draws marquee from center (\text{†} )</td>
<td>(\text{Shift} + \text{drag} + \text{Option} ) (except when (\text{Shift} + \text{drag} + \text{Option} ), or any pen tool(\text{<em>} ), slice, path tool(\text{</em>} ), shape tool(\text{*} ), rectangle image map(\text{‡} ), circle image map(\text{‡} ), or polygon image map(\text{‡} ) is selected)</td>
</tr>
<tr>
<td>Switches from to</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
</tbody>
</table>

## Selecting and moving objects

<table>
<thead>
<tr>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repositions marquee while selecting (\text{†} )</td>
<td>Any marquee tool (except single column and single row) + (\text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Adds to or subtracts from selection</td>
<td>Any selection tool + (\text{Shift} + \text{drag} + \text{Option} )</td>
</tr>
<tr>
<td>Intersects a selection</td>
<td>Any selection tool + (\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Constrains marquee to square or circle (if no other selections are active)</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Draws marquee from center (if no other selections are active)</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Constrains shape and draws marquee from center (\text{†} )</td>
<td>(\text{Shift} + \text{drag} + \text{Option} ) (except when (\text{Shift} + \text{drag} + \text{Option} ), or any pen tool(\text{<em>} ), slice, path tool(\text{</em>} ), shape tool(\text{*} ), rectangle image map(\text{‡} ), circle image map(\text{‡} ), or polygon image map(\text{‡} ) is selected)</td>
</tr>
<tr>
<td>Switches from to</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
</tbody>
</table>

## Painting

<table>
<thead>
<tr>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any painting tool + (\text{Shift} ) (also any shape tool + (\text{Shift} ))</td>
<td>Any painting tool + (\text{Shift} ) (also any shape tool + (\text{Shift} ))</td>
</tr>
<tr>
<td>Selects background color</td>
<td>Any painting tool + (\text{Shift} + \text{drag} + \text{Option} ) + click</td>
</tr>
<tr>
<td>Deletes (\text{†} )</td>
<td>Any painting tool + (\text{Shift} + \text{drag} + \text{Option} ) + click</td>
</tr>
<tr>
<td>Sets opacity, tolerance, strength, or exposure for painting mode</td>
<td>Any painting or editing tool + number keys (e.g., (0 = 100%, 1 = 10%, 4 \text{ then } 5 \text{ in quick succession } = 45%) (For Airbrush, use (\text{Shift} + \text{drag} + \text{Option} + \text{number keys} ))</td>
</tr>
<tr>
<td>Sets flow for painting mode</td>
<td>Any painting or editing tool + (\text{Shift} + \text{drag} + \text{Option} + \text{number keys} ) (e.g., (0 = 100%, 1 = 10%, 4 \text{ then } 5 \text{ in quick succession } = 45%) (For Airbrush, omit (\text{Shift} + \text{drag} + \text{Option} + \text{number keys} ))</td>
</tr>
</tbody>
</table>

---

*Not in ImageReady

†ImageReady only

---

**Command**

<table>
<thead>
<tr>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrolls image with hand tool (\text{†} )</td>
<td>Spacebar + (\text{drag} + \text{drag} ) view area box in Navigator palette</td>
</tr>
<tr>
<td>Scrolls up or down 1 screen</td>
<td>Page Up or Page Down (\text{†} )</td>
</tr>
<tr>
<td>Scrolls up or down 10 units</td>
<td>Home or End</td>
</tr>
<tr>
<td>Decreases or increases detection width (\text{†} )</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Accepts cropping or exits cropping</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Makes protractor (\text{†} )</td>
<td>(\text{Shift} + \text{drag} + \text{drag} ) end point</td>
</tr>
<tr>
<td>Snap guide to ruler ticks</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
<tr>
<td>Toggles guide orientation</td>
<td>(\text{Shift} + \text{drag} )</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycles through blending modes</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Fills selection/layer with foreground or background color</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Fills from history (\text{†} )</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Displays Fill dialog box</td>
<td>(\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
<tr>
<td>Lock transparent pixels on/off</td>
<td>/</td>
</tr>
<tr>
<td>Connects points with a straight line</td>
<td>Any painting tool + (\text{Shift} + \text{drag} + \text{drag} )</td>
</tr>
</tbody>
</table>

---

*Hold down \(\text{Shift} \) to scroll left (Page Up) or right (Page Down)

† Applies to shape tools
### Editing

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moves type in image</td>
<td>+ drag type when Type layer is selected</td>
</tr>
<tr>
<td>Aligns left, center, or right*</td>
<td>+ L, C, or R</td>
</tr>
<tr>
<td>Aligns top, center, or bottom*</td>
<td>+ L, C, or R</td>
</tr>
<tr>
<td>Selects 1 character left/right, or 1 line down/up, or 1 word left/right</td>
<td>+ click</td>
</tr>
<tr>
<td>Selects characters from insertion point to mouse click point</td>
<td>+ click</td>
</tr>
<tr>
<td>Moves 1 character left/right, 1 line down/up, or 1 word left/right</td>
<td>or + drag</td>
</tr>
<tr>
<td>Designates new origin over existing type</td>
<td>+ click or click + drag</td>
</tr>
<tr>
<td>Selects word, line, paragraph, or story</td>
<td>Double-click, triple-click, quadruple-click, quintuple-click</td>
</tr>
<tr>
<td>Shows/Hides selection on selected type</td>
<td>H (OS 9); Control + H (OS X)</td>
</tr>
<tr>
<td>Toggles Underlining on/off**</td>
<td>+ U</td>
</tr>
<tr>
<td>Toggles Strikethrough on/off*</td>
<td>+ /</td>
</tr>
<tr>
<td>Toggles All Uppercase on/off*</td>
<td>+ K</td>
</tr>
<tr>
<td>Toggles Small Caps on/off**</td>
<td>+ H</td>
</tr>
<tr>
<td>Toggles Superscript on/off**</td>
<td>+ +</td>
</tr>
</tbody>
</table>

#### Path editing*

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selects multiple anchor points</td>
<td>+ click</td>
</tr>
<tr>
<td>Selects entire path</td>
<td>+ click</td>
</tr>
<tr>
<td>Duplicates a path (works with any pen tool)</td>
<td>+ drag (for all pen tools)</td>
</tr>
<tr>
<td>Switches from a to b when pointer is over path</td>
<td></td>
</tr>
<tr>
<td>Switches from a to b when over path</td>
<td></td>
</tr>
</tbody>
</table>

### Slicing and Optimizing

<table>
<thead>
<tr>
<th>RESULT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggles browser dither for selected image pane in Optimized view*</td>
<td>+ Y</td>
</tr>
<tr>
<td>Toggles through gamma previews in selected image pane*</td>
<td>+ Y</td>
</tr>
<tr>
<td>Toggles through Optimized/2up/4up/Original views*</td>
<td>+ Y</td>
</tr>
<tr>
<td>Toggles between slice tool and slice selection tool</td>
<td></td>
</tr>
</tbody>
</table>

---

*ImageReady only

†† Hold down + to decrease/increase 10x

†† Hold down + to decrease/increase 10x

††† Hold down + to decrease/increase 10x
Actions palette
A. Turns set on/off*
B. Turns action on/off
C. Turns command on/off:
   - + click turns current command on and all others off*
D. Turns breakpoint point on/off:
   - + click turns on current breakpoint, and turns off all other breakpoints in an action*
E. + double-click changes action options
F. Reveals/hides content;
   - + double-click plays entire action;
   - + click collapses/expands all components of an action*
G. Double-click set or action displays Options dialog box
H. Stops action
I. Records action
J. Plays action;
   - + click plays a command
K. Creates new set*

History palette
A. Sets source for history brush*
B. Snapshot,*
   - double-click the snapshot name to rename
C. States of the image, from first to most recent:
   - + , + Z steps forward;
   - + , + Z steps backward*;
   - + click duplicates any states except the current state*
D. Drag slider moves selection between states
E. Creates new document from current state or snapshot*

Other action shortcuts
- + click selects non-contiguous items of the same kind*
- + click selects contiguous items of the same kind*

Other history shortcuts
- + Clear History (in History menu) clears history permanently (No Undo)*

Paths palette*
- + click adds path to selection;
- + + click subtracts the path from selection;
- + + + click retains intersection of path as a selection;
- + + H hides path
- + + click Fill Path with Foreground Color button sets options
- + + click Stroke Path with Brush button sets options
- + + click Load Path as a Selection button sets options
- + + click Make Work Path from Selection button sets options

Channels palette*
- + click Save Selection as Channel button sets options
- + + click Create New Channel button creates a new spot channel
- + + click color channel selects/deselects in multiple color-channel selection
- + + click alpha channel selects/deselects alpha channel and shows/hides as a Quick Mask
- + + Double-click alpha channel thumbnail displays channel options
- + ~ displays composite
- + ~ selects composite

Color palette
- F6 shows/ hides palette (in OS 9, turn off Hot Function Key Settings in the Mac OS Hot Function Keys dialog box)
- + , + click color bar selects background color
- + + click on a second color selects multiple contiguous colors
- + + click on multiple colors selects multiple contiguous colors

File browser*
- + opens file browser
- + moves up a folder (in folder view) or a row
- + moves down a folder (in folder view) or a row
- + + moves up a level (in folder view)
- + + moves down a level (in folder view)
- + move left one item
- + move right one item
- + Home moves to the first item
- + End moves to the last item
- + Enter renames an item or file
- + + + + adds an item to the selection

File Browser when docked in palette well
- + F5 refreshes tree and thumbnail panes
- + Tab changes pane focus

Copy shortcuts:
- + + + moves counter-clockwise
- + + opens a file and closes File Browser when docked in palette well
- + + + double-click opens a file and keeps the File Browser open
- F5 refreshes tree and thumbnail panes

Info palette
- F8 shows/ hides palette (in OS 9, turn off Hot Function Key Settings in the Mac OS Hot Function Keys dialog box)
- + , + click color bar changes color readout modes*
- + + + changes measurement units*

Hot Function Keys dialog box
- + Command + Option + Key

Math shortcuts:
- + + ~ selects composite
- + + + ~ displays composite

Swatches palette
- + click swatch deletes brush*
- + Double-click brush to rename brush*
- [ ] decreases/increases brush size*
- + [ ] decreases/increases brush softness/hardness in 25% increments*
- + , + selects first/last brush*
- , or + selects previous/next brush*

Brushes palette
- + click brush deletes brush*
- + click Fill Path with Foreground Color
- + , or selects previous/next brush*
- + click brush deletes brush*
- + + click swatch deletes color
- + + click on a second color selects multiple contiguous colors
- + + click on multiple colors selects multiple contiguous colors

Swatches palette
- + click swatch selects background color*
- + + click swatch selects background color
- + + + click on a second color selects multiple contiguous colors
- + + + click on multiple colors selects multiple contiguous colors
**Layers palette**

A. Layer lock options (from left to right);
   - Transparency, Image, Position, All;
   - / (forward slash) toggles lock transparency
     for target layer, or last applied lock
B. Links/unlinks to/from target layer
C. Indicates active paint layer (brush icon if layer
   image is active, mask icon if layer mask is active)
D. Shows/hides layer or layer set;
   - + click toggles view; this layer/layer set
     only or all layers/layer sets
E. Double-click to edit layer effect/style/options;
   - + double-click hides effect/style;
   - + effect/style to another layer/file
     to add effect to target layer set;
   - + effect/style to another layer/file
     to copy effect and replace target layer style;
   - + + effect/style to another layer/file
     to copy effect into target layer set
F. Reveals/hides content;
   - + click reveals/hides all layers and effects
G. Points to clipping layer
H. Double-click to edit layer style
I. Layer Set
J. Links/unlinks layer to/from layer mask/vector
K. + click disables/enables vector mask
L. Double-click to open Layer Mask Options dialog;
   - + click toggles layer mask on/off;
   - \\ (backslash), or + + click toggles
     rubylith mode for layer mask on/off*;
   - + click toggles layer mask/composite image
M. Double-click selects all type and temporarily
   selects type tool
N. Indicates New Fill or Adjustment layer
O. + click groups/ungroups with/from previous layer
P. Double-click to edit layer style
Q. Creates layer style
R. Creates layer mask that reveals all/selection;
   - + click creates layer mask that hides
     all/selection;
   - + creates vector mask that reveals
     all/selection;
   - + creates vector mask that hides
     all/selection;
S. Creates new layer set;
T. + click creates new layer below target layer

**Layers menu shortcuts**

- + Merge copies current layer to below layer
- + Merge Visible copies all visible layers to active layer
- + Merge Linked copies visible linked layers to active layer

**Other layer shortcuts**

- + / (backslash), + + / (backslash) to add effect and
  replace target layer style;
- + E merges down
- + + E merges visible
- + + [ or ] brings target layer to the back/front, or
  back/front of set
- Control + click layer set for layer set properties and transparency
- + P for Pass through blending mode for layer set

---

**Extract toolbox**

- Edge highlighter (B)
- Fill (G)
- Eraser (E)
- Eyedropper (I)
- Cleanup (C)
- Edge touchup (T)
- Zoom (Z)
- Hand (H)

**Liquify toolbox**

- Warp (W)
- Turbulence (A)
- Twirl clockwise (R)
- Twirl counterclockwise (L)
- Pucker (P)
- Bloat (B)
- Shift pixels (S)
- Reflection (M)
- Reconstruct (E)
- Freeze (F)
- Thaw (T)
- Zoom (Z)
- Hand (H)

**Pattern Maker toolbox**

- Rectangular marquee (M)
- Zoom (Z)
- Hand (H)

**Extract**, **Liquify**, and **Pattern Maker** shortcuts

- Press shortcut key (in parentheses) to select tool
- Tab cycles through edit fields on right from top;
  - + Tab cycles through edit fields on right from bottom
- Spacebar temporarily activates hand tool
- + changes Cancel to Reset

**Extract** and **Liquify**

- [ or ] decreases or increases brush size

**Extract** and **Pattern Maker**

- + 0 fits in window
- + Spacebar temporarily selects zoom in tool
- + Spacebar selects zoom out tool

(Extract only)

- + toggles between edge highlighter tool and eraser tool
- + with edge highlighter tool selected toggles
  Smart Highlighting
- + delete removes current highlighter;
  + delete highlights the entire image
- + click with fill tool selected fills foreground
  area and previews extraction
- + drag moves mask when edge touchup tool is selected
- + drag adds opacity when cleanup tool selected
- X toggles Show menus in preview between Original
  and Extracted;
- F cycles through the Display menu in preview
  from top to bottom;
- + F cycles bottom to top
- I + Brush Size and Pressure text box decreases/
  increases brush size by 1;
- I with Brush Size Slider showing decreases/
  increases brush size by 1;
- Hold down I decreases/increases 10x

(Liquify only)

- + tool reverses direction for Shift pixels and
  Reflection tools
- + drag in preview with reconstruct tool,
  Displace, Amphitheater or Affine mode selected,
  continually samples the distortion
- + in Brush Size and Pressure text box decreases/
  increases brush pressure by 1;
- I with Brush Size and pressure Slider
  decreasing/increases pressure by 1;
  Hold down I decreases/increases 10x

(Extract* only)

- 0 selects current selection
- 2 to undo a selection move
- G generates or generates again
- + + select to intersect with current selection
- X toggles view: original/generated pattern
- Home goes to first title in Tile History
- End goes to last title in Tile History
- Page Up goes to previous tile in Tile History;
  Page Down goes to next tile in Tile History
- Delete deletes current tile from Tile History
- + or I nudges selection when viewing the original
- + , , or increases selection nudging when viewing the original

*Not in ImageReady
*ImageReady only
**Common palette shortcuts**

- A. Click to close palette
- B. Click to collapse/expand palette completely
- C. Double-click to expand/collapse palette by retaining tabs
- D. Expands/collapses palette
- E. + click thumbnail loads as selection; + click thumbnail adds to current selection; + click thumbnail subtracts from current selection; + click thumbnail adds to current selection
- F. Creates new layer, style, swatch, action, tool preset, channel preset, path, brush, file browser, history state, color table, rollover, or animation;

**Other Blending mode palette shortcuts**

* All shortcuts are + the letter.

**Other Blending mode palette shortcuts**

-  + + + D to desaturate
-  + + + S to dodge/burn shadows
-  + + + M to dodge/burn midtones
-  + + + H to dodge/burn highlights
-  + + + L sets blending mode to Threshold for bitmap images, Normal for all other images

**Blending Mode**

*All shortcuts are + + the letter.*

**Transform of selections, selection borders, and paths**

- transforms from center or reflect
- constrains
- distorts
- Returs or Enter applies
- + or Esc cancels
- + + + T free transforms with duplicate data
- + + + + T transforms again with duplicate data

**ImageReady Rollovers palette**

- A. Indicates Normal state
- B. Indicates an image map
- C. Indicates a rollover state
- D. Shows/hides rollovers states or animation frames
- E. Indicates an image slice
- F. Indicates an animation frame
- G. Accesses Rollovers palette menu to turn on options for viewing animation frames
- H. Indicates layer-based slice or image map
- I. Indicates state with animated frames
- J. Indicates rollover state
- K. Indicates an animation frame
- L. Creates new rollover state

**ImageReady Layers palette**

- A. Selects previous frame in animation
- B. Selects next frame in animation
- C. Applies layer-position changes to all states in a rollover and all frames in an animation
- D. Applies layer-visibility changes to all states in a rollover and all frames in an animation
- E. Applies layer-style changes to all states in a rollover and all frames in an animation

**ImageReady Color Table palette**

-  + + click New Color button or drag color proxy from Tools palette onto color table to add current background color
-  + + click New Color button or drag color proxy from Tool palette to New Color button to insert foreground color, create custom palette

**Frame shortcuts**

- + + + + + drag moves content of selected layer in all selected animation frames
- + + + paste frame gives most recent screen option selected and bypasses dialog box

Adobe, the Adobe logo, ImageReady, and Photoshop are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Mac and Mac OS are trademarks of Apple Computer, Inc., registered in the United States and other countries. ©2002 Adobe Systems Incorporated.