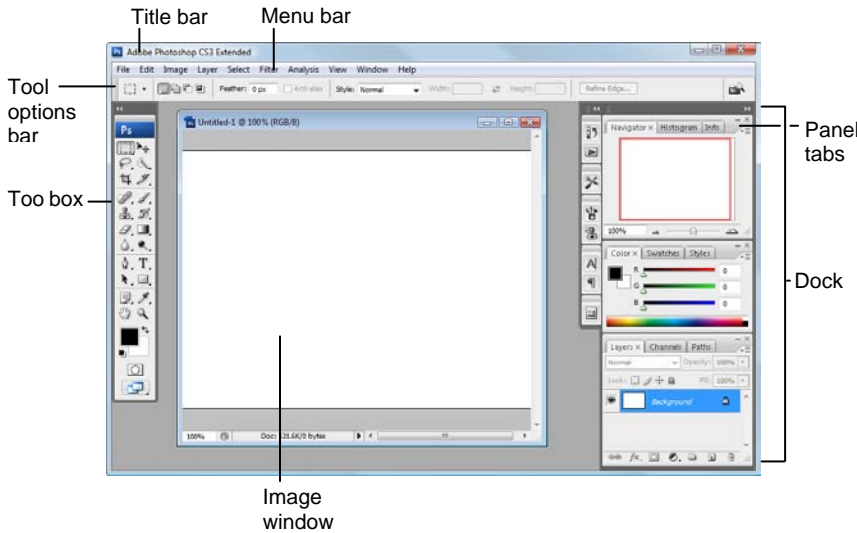


# Photoshop CS3 Training

## Photoshop Quick Reference Card

### Photoshop CS3 Workspace



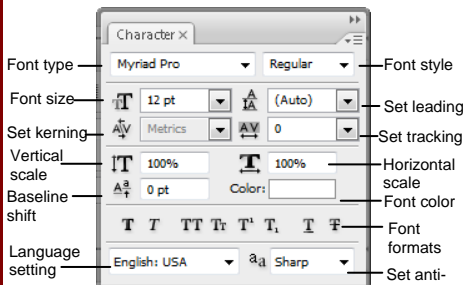
### Keyboard shortcuts

Color Settings	<Shift>+<Ctrl>+<K>	Page Setup	<Ctrl>+<Shift>+<P>
Free Transform	<Ctrl> + <R>	Preferences	<Ctrl> + <K>
Feather Selection	<Ctrl> + <Alt> + <D>	Group	<Ctrl> + <G>
Fill	<Shift> + <F5>	Extract	<Alt>+<Ctrl>+<X>
Fit on screen	<Ctrl> + <O>	Proof Colors	<Ctrl> + <Y>
Grids	<Ctrl> + <' >	Actual Pixels	<Alt>+<Ctrl>+<O>
Hide Edges	<Ctrl> + <H>	Merge Down	<Ctrl> + <E>
Hide Path	<Ctrl>+<Shift>+<H>	Merge Visible	<Shift>+<Ctrl>+<E>
Image Size	<F11>	Show Extras	<Ctrl> + <H>
Invert	<Ctrl> + <I>	Revert	<F12>
Levels	<Ctrl> + <L>	Show/Hide Rulers	<Ctrl> + <R>
New Layer	<Ctrl>+<Shift>+<N>	Snap to	<Ctrl> + <; >

### Palettes

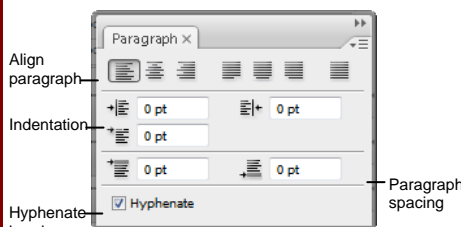
- **To View a Panel:** Select **Window** from the menu bar and select the panel you want to view.
- **To View More Options:** Click the palette's **Context menu**.

### Character Palette



Format the text used in an image, including font type and color, line spacing, and scale.

### Paragraph Palette



Format paragraphs properties, such as indentation, alignment, and paragraph spacing.

### Toolbar

\* Tool keyboard shortcuts are in parenthesis.

- Rectangle Marquee (M):** Select a rectangular pixel area
- Elliptical Marquee:** Select an elliptical pixel area
- Single Row or Column Marquee:** Selects a horizontal or vertical row of pixels
- Lasso (L):** Draw a freeform pixel area
- Polygon Lasso:** Draw straight lines around selected area
- Magnetic Lasso:** Automatically sticks to edges of defined areas
- Crop (C):** Remove parts of an image
- Healing Brush (J):** Correct imperfections with pixels around the trouble spot
- Patch:** Repair selected area with pixels from a different area
- Red Eye:** Repair selected area with
- Clone Stamp (S):** Copy areas of an image and apply them elsewhere
- Pattern Stamp:** Paint a predefined pattern, or create a custom pattern
- Eraser (E):** Erases pixels to the background color layer
- Background Eraser:** Paints the background color or erases pixels
- Magic Eraser:** Converts the selected image area to transparency
- Blur (R):** Smooth defined edges
- Sharpen:** Focus soft edges
- Smudge:** Smear pixels
- Move (V):** Click and drag to move selection
- Quick Selection (W):** Select a pixel area of similar coloring
- Magic Wand (W):** Select a pixel area of similar coloring
- Slice (K):** Draw a slice area
- Slice Select:** Resize or relocate a slice
- Brush (B):** Draw soft brush strokes
- Pencil:** Draw hard-edged freeform shapes
- Color Replacement:** Paint over a targeted color with a new color
- History Brush (Y):** Paint from a previous history state or snapshot. Select the state or snapshot from the History palette.
- Art History Brush:** Similar to the History brush, but with more options
- Gradient (G):** Click and drag to fill with gradient of foreground and background colors
- Paint Bucket:** Click to fill with fore color
- Dodge (O):** Lighten areas of the image
- Burn:** Darken areas of the image
- Sponge:** Decrease or increase pixel color
- Horizontal or Vertical Type (T):** Insert text in the image
- Horizontal or Vertical Type Mask:** Insert transparent text
- Rectangle (U):** Draw a rectangle filled with foreground color.
- Rounded Rectangle:** Draw a rectangle with rounded corners

## Toolbar (continued)

- Path Selection (A):** Select vectors, subpaths, shapes
- Direct Selection:** Click to add points to a path
- Pen (P):** Click to add points to a path
- Freeform Pen:** Draw a freeform path
- Add Anchor Point:** Click on a path to insert anchor point
- Delete Anchor Point:** Click an anchor point to delete from path
- Convert Point:** Smooth a corner or sharpen a curve
- Notes (N):** Insert an invisible text note
- Audio Annotation:** Insert an audio comment
- Hand (H):** Click and drag to move around in the page
- Ellipse:** Draw an oval shape.
- Polygon:** Draw a polygon shape
- Line:** Draw a line
- Custom Shape:** Create a shape or insert a predefined custom shape
- Eyedropper (I):** Click eyedropper cursor on the color you want to apply to the foreground
- Color Sampler:** Click the image and view color information in the Info palette
- Ruler:** Calculates the distance between two points
- Count:** Click and drag to measure distances, angles, the image in the Info palette.
- Zoom (Z):** View the document close-up or far away

Set foreground color: Switch background and foreground colors (X)  
 Used for stroke and fill

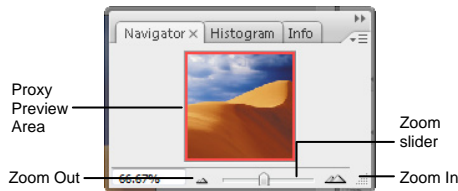
Set default colors: Set background color  
 Change to black and white

- Edit in Standard Mode (Q):** Display the image in Standard View (default).
- Edit in Quick Mask Mode (Q):** Edit selection boundaries with painting or selecting tools. Deselected areas are tinted. Paint areas that you want to subtract from the selection with black. Paint areas that you want to add to the selection white.
- Standard Screen Mode:** Displays the screen in a standard program window.
- Maximized Screen Mode:** Displays the screen in a standard program window.
- Full Screen Mode with Menu Bar:** Fills the screen with the Photoshop program window, including the program menu bar at the top.
- Full Screen Mode:** Fills the screen with the Photoshop program window, without the menu bar.

**To Use Tool Options:** Each tool's functions can be modified in the Tool options bar near the top of the program window. Click the tool and modify its properties, such as the size of a stroke, color, or additional tool modes.

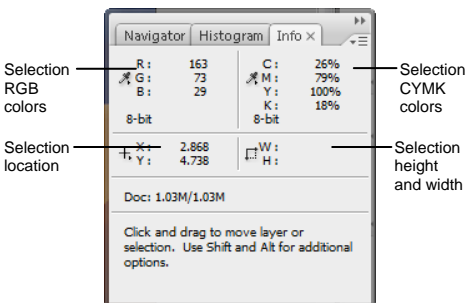
## Palettes (continued)

### Navigator Palette



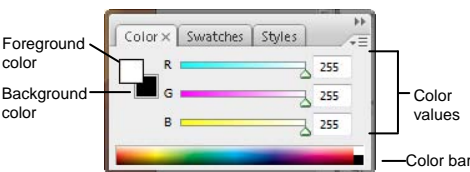
Zoom and move around in an image with precision without scrolling or resizing the image window. Drag the Zoom Slider to zoom in or out, and click inside the red square to move around the image.

### Info Palette



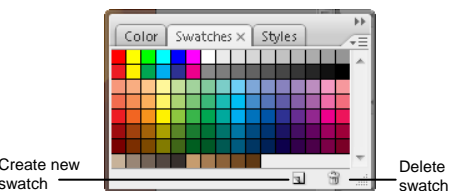
View specific information: size, location, and colors used in the object. The bottom area also describes what you can do with the selected tool.

### Color Palette



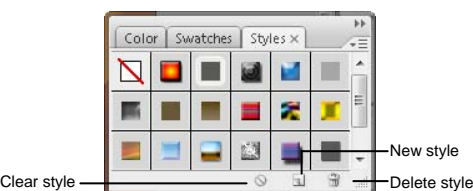
Create a new color, choose a different color model in the image, or modify a color.

### Swatches Palette



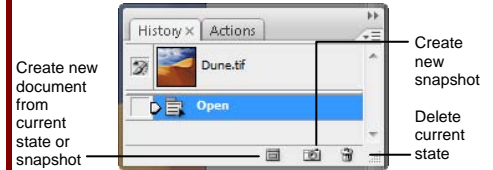
Create a new swatch to create, modify an existing swatch, or choose another color from the default color swatch.

### Styles Palette



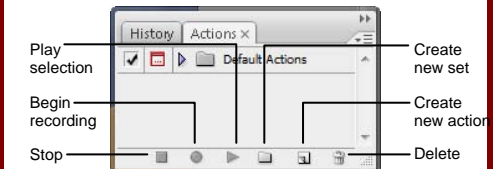
Fill a selected object with a predefined style, or apply styles using drawing tools.

### History Palette



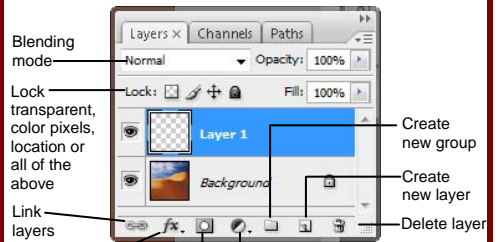
Undo or redo previous actions, or create a new image from a previous state or snapshot.

### Actions Palette



Play a predefined action, create your own action, or edit or delete an action.

### Layers Palette



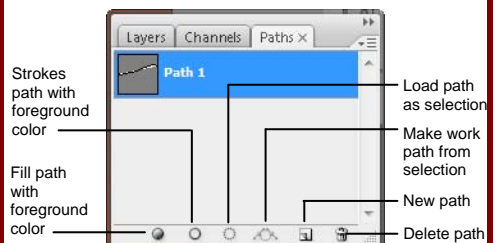
Add layer style Add a mask Create new fill or adjustment layer  
 Add, delete, or edit layers, or insert objects in layers. Use layers to stack objects on top of one another in an organized fashion.

### Channels Palette



View individual color channels for the color model used in the image. The thumbnails appear in grayscale, but the image changes to display the selected channel(s).

### Paths Palette



Each path in the image appears in this palette. Select a path to edit or view it in the image window.