Photoshop (Ps) Shortcuts

~Editing Tools (brushes, eraser, zoom, undo, etc)~

*To make brush or eraser bigger/smaller use: “the brackets” [ and ]

*To zoom in or zoom out use: COMMAND + or –

*To move to different parts of the screen when zoomed in use the hand tool by holding down: SPACE BAR and clicking and dragging

~Selection Tools (magic wand, deselecting, etc)~

*Magic Wand: To make multiple selections, or to keep selecting more of the object/background use: HOLD DOWN SHIFT as you CLICK

*Quick Selection Tool: To switch between adding and subtracting “marching ants” use: The OPTION KEY

*To Deselect (or get rid of the “marching ants”) use: COMMAND and D

*Duplicate Layer: RIGHT-CLICK in LAYERS PANEL and choose duplicate layer
HELPFUL TIPS for GRAPHIC DESIGN

*Use F3 (on Mac) to view all windows that are open... makes it EASY to move from program to program without moving windows around manually

IN MOST PROGRAMS and WEB BROWSERS copy and paste by:
*Copy an object: COMMAND and C

*Paste an object: COMMAND and V

~Screen Shot or Capture Portion of Screen~

*Capture everything on your screen:
COMMAND and SHIFT and 3 (at the same time)

*Capture whatever portion of the screen you choose:
COMMAND and SHIFT and 4 (at the same time) then drag the “crosshairs” around portion of screen

~Take a picture of yourself with built-in camera~

*Open Photo Booth in the applications folder
*Take your picture*

*Click the icon and choose “add to iPhoto”*

*Once iPhoto opens, click on picture and choose:*

**FILE: EXPORT** from the menu bar

*JPEG quality should be MAXIMUM, then export, and SAVE to your SERVER or FLASH DRIVE*

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~*Saving a Picture from Google Images~*

*Search for the image in Google. In GOOGLE’s menu bar click on “search tools.” Under SIZE, choose Medium or Large (the larger the pictures number, for example, 1200 x 1450, the better quality the picture is, but the file is also bigger, and there is a smaller selection of pics to choose from). Always use pictures that are at least 500 x 500. Click on the picture you want, then click “view original image.” Right-click on the picture and choose “save as.” Save it to your server or flash drive.*