

QUICK REFERENCE CARD for Windows®



The Quick Reference in online Help contains all shortcuts not shown on menus, including shortcuts for the 3D Transform, Hue/Saturation, and Curves dialog boxes.

*Not in ImageReady

Viewing

RESULT	ACTION
Fits image in window	Double-click  , or Ctrl + Ø (zero)
100% magnification	Double-click  , or Alt + Ctrl + Ø (zero)
Zooms in or out	Ctrl +  or 
 or 	Ctrl + spacebar, or Alt + spacebar
Applies zoom percentage, and keeps zoom percentage box active*	⇧ + Enter in Navigator palette
Zooms in on specified area of an image*	Ctrl + drag over preview in Navigator palette

Selecting and moving objects

RESULT	ACTION
Repositions marquee while selecting [†]	Any marquee tool (except single column and single row) + spacebar + drag
Adds to or subtracts from selection	Any selection tool + ⇧ or Alt + drag
Intersects a selection	Any selection tool + ⇧ + Alt + drag
Constrains marquee to square or circle [‡]	⇧ + drag
Draws marquee from center [‡]	Alt + drag
Constrains shape and draws marquee from center [‡]	⇧ + Alt + drag
	Ctrl (except when  or any pen tool is selected)
Switches from  to 	Alt + drag

Painting

RESULT	ACTION
	Any painting tool + Alt
Selects background color	 + Alt + click
	 + ⇧
Deletes 	 + Alt + click
Sets opacity, pressure, or exposure for painting mode	Any painting or editing tool + number keys (e.g., 0 = 100%, 1 = 10%, 4 then 5 in quick succession = 45%)
Cycles through blending modes	⇧ +  

RESULT	ACTION
Scrolls image with hand tool*	Spacebar + drag, or drag view area box in Navigator palette
Scrolls up or down 1 screen	Page Up or Page Down [†]
Scrolls up or down 10 units	⇧ + Page Up or Page Down [†]
Moves view to upper left corner or lower right corner	Home or End
Toggles layer mask on/off as rubylith*	\

[†]Hold down Ctrl to scroll left (Page Up) or right (Page Down).

RESULT	ACTION
Switches from  to 	Alt + click
Moves copy of selection	⇧ + Alt + drag selection [‡]
Moves selection area 1 pixel	Any selection +     [†]
Moves selection 1 pixel	⇧ +     ^{††}
Moves layer 1 pixel when nothing selected on layer	Ctrl +     [†]
Increases or decreases detection width*	 + [or]
Accepts cropping or exits cropping	 + Enter or Esc
Makes protractor *	 + Alt + drag end point
Snaps guide to ruler ticks	⇧ + drag guide
Toggles guide orientation	Alt + drag guide

[†]Hold down ⇧ to move 10 pixels.

[‡]Applies to shape tools.

RESULT	ACTION
Fills selection/layer with foreground or background color	Alt + Backspace, or Ctrl + Backspace [†]
Fills from history*	Alt + Ctrl + Backspace [†]
Displays Fill dialog box	⇧ + Backspace
Lock transparent pixels on/off	/
Connects points with a straight line	Any painting tool + ⇧ + click

[†]Hold down ⇧ to preserve transparency.

Editing

RESULT	ACTION
Moves type in image	Ctrl + drag type when Type is selected
Aligns left, center, or right*	 +  + Ctrl + L, C, or R
Aligns top, center, or bottom*	 T +  + Ctrl + L, C, or R
Selects 1 character left/right or 1 line down/up, or 1 word left/right	 +      , or  + Ctrl +     
Selects characters from insertion point to mouse click point	 + click
Moves 1 character left/right, 1 line down/up, or 1 word left/right	    , or Ctrl +  
Designates new origin over existing type	Shift + click or click + drag
Selects word, line, paragraph, or story	Double-click, triple-click, quadruple-click, or quintuple-click
Shows/Hides selection on selected type	Ctrl + H
Toggles Underlining on/off*	 + Ctrl + U
Toggles Strikethrough on/off*	 + Ctrl + /
Toggles All Uppercase on/off*	 + Ctrl + K
Toggles Small Caps on/off*	 + Ctrl + H
Toggles Superscript on/off*	 + Ctrl + +

Path editing*

RESULT	ACTION
Selects multiple anchor points	 +  + click
Selects entire path	 + Alt + click
Duplicates a path	 + Alt + Ctrl + drag
Switches from   +  - to 	Ctrl
Switches from  to  + when over path	Alt

Slicing and Optimizing

RESULT	ACTION
Toggles browser dither for selected image pane in Optimized view [§]	 + Ctrl + Y
Toggles through gamma previews in selected image pane [§]	Alt + Ctrl + Y
Toggles through Optimized/ 2up/4up/ Original window [§]	Ctrl + Y
Toggles between Slice tool and Slice selection tool	Ctrl

RESULT	ACTION
Toggles Subscript on/off*	 + Alt + Ctrl + +
Chooses 100% horizontal scale*	 + Ctrl + X
Chooses 100% vertical scale*	 + Alt + Ctrl + X
Chooses Auto leading*	 + Alt + Ctrl + A
Chooses 0 for tracking*	 + Ctrl + Q
Justifies paragraph - left align last line*	 + Ctrl + J
Justifies paragraph - force last line*	 + Ctrl + F
Toggles paragraph hyphenation on/off*	 + Alt + Ctrl + H
Toggles single/every-line composer on/off*	 + Alt + Ctrl + T
Decreases/increases type size of selected text 2 pts./px.	 + Ctrl + < > [‡]
Decreases/increases leading 2 pts./px.	Alt +   ^{††}
Decreases/increases baseline shift 2 pts./px.	 + Alt +   ^{††}
Decreases/increases kerning/tracking 20/1000 ems	Alt +   ^{††}

[‡]Hold down Alt to decrease/increase 10x.

^{††}Hold down Ctrl to decrease/increase 10x.

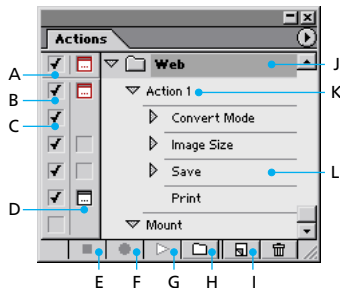
RESULT	ACTION
Switches from  to  when pointer is over anchor point or direction point	Alt + Ctrl
Switches from  or  to  when pointer is over anchor point or direction point.	Alt
Closes path	 + double-click
Closes path with straight-line segment	 + Alt + double-click

RESULT	ACTION
Draws square slice	 + drag
Draws from center outward	Alt + drag
Draws square slice from center outward	Alt +  + drag
Reposition slice while creating slice	Spacebar + drag
Toggles snap to slices on and off	Ctrl while drawing a slice
Opens context-sensitive menu	Right mouse button on slice

[§]ImageReady only.

Actions palette

- A. Turns set on/off.*
- B. Turns action on/off.
- C. Turns command on/off;
Alt + click turns current command on and all others off.*
- D. Turns breakpoint point on/off;
Alt + click turns on current breakout point, and turns off all other breakout points in an action.*
- E. Stops action.
- F. Records action.
- G. Plays action;
Ctrl + click plays a command.
- H. Creates new set.*
- I. Creates new action and begins recording;
Alt + click creates and begins recording new actions without confirmation.
- J. Double-click changes action options.
- K. Reveals / hides content;
Ctrl + double-click plays entire action;
Alt + click collapses/expands all components of an action.[†]



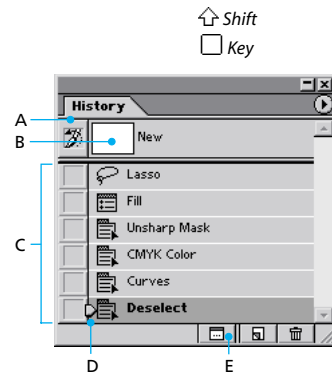
- L. Double-click records commands again (double-click set or action displays Options dialog box).

Other action shortcuts

- F9 shows/hides palette.
- ⌘ + click selects non-contiguous items of the same kind.
- Ctrl + click selects contiguous items of the same kind.

History palette

- A. Sets source for history brush.*
- B. Snapshot*;
double-click on snapshot displays Rename Snapshot dialog box.
- C. States of the image, from first to most recent;
⌘ + Ctrl + Z steps forward;
Alt + Ctrl + Z steps backward*;
Alt + click duplicates any states except the current state.*
- D. Drag slider moves selection between states.
- E. Creates new document from current state or snapshot.*

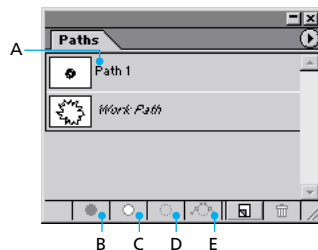


Other history shortcuts

- Alt + Clear History (in History menu) clears history permanently (No Undo).*

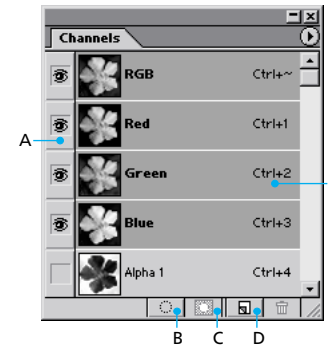
Paths palette*

- A. Path name;
⌘ + Ctrl + click adds path to selection;
Ctrl + Alt click subtracts the path from selection;
⌘ + Alt + Ctrl + click retains intersection of path as a selection;
⌘ + Ctrl + H hides path or selection.
- B. Fills path with current foreground color;
Alt + click sets options.
- C. Strokes path with current stroke tool;
Alt + click sets options.
- D. Loads path as selections;
Alt + click sets options.
- E. Makes selection a work path;
Alt + click sets options.



Channels palette*

- A. Shows/hides channels;
Clicking top icon shows/hides composite channel.
- B. Loads channel as a selection.
- C. Saves current selection as a new channel;
Alt + click sets options.
- D. Ctrl + click creates a new spot channel.
- E. ⌘ + click color channel selects/deselects in multiple color-channel selection.



Other channel shortcuts

- ⌘ + click alpha channel selects/deselects alpha channel and shows/hides as a Quick Mask.
- Double-click alpha channel displays channel options.

- ~ displays composite.
- Ctrl + ~ selects composite.

Brushes pop-up palette

- Click in empty area of pop-up creates new brush.*
- Alt + click brush deletes brush.*
- Double-click brush to rename brush.*
- [or] decreases/increases brush size.*
- ⌘ + [or] decreases/increases brush softness/hardness in 25% increments.*
- ⌘ + [or] selects first/last brush.[§]
- [or] selects previous/next brush.[§]

Swatches palette

- Click in empty area of palette creates new swatch from foreground color.*
- Ctrl + click swatch deletes swatch.*
- Alt + click swatch selects background color.
- ⌘ + click swatch replaces color.[§]
- ⌘ + click on a second color selects multiple contiguous colors.[§]
- Ctrl + click on multiple colors selects multiple discontinuous colors.[§]

Color palette

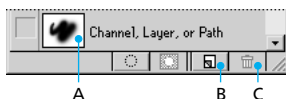
- F6 shows/hides palette.
- Alt + click color in color bar selects background color.
- Right mouse click color bar displays Color Bar menu.
- ⌘ + click color bar cycles through color choices.

Info palette

- F8 shows/hides palette.
- Click eyedropper icon 🎯 changes color readout modes.*
- Click cross-hair icon + changes measurement units.*

Common palette shortcuts

- A. Ctrl + click thumbnail loads as selection;
⇧ + Ctrl + click thumbnail adds to current selection;
Alt + Ctrl + click thumbnail subtracts from current selection;
⇧ + Alt + Ctrl + click intersects with current selection.
- B. Creates new layer, channel, layer effect/style, path, or snapshot;
Alt + click sets options.



- C. Deletes selected layer, channel, path, layer effect/style, or state;
Alt + click deletes without confirmation.

Other common palette shortcuts

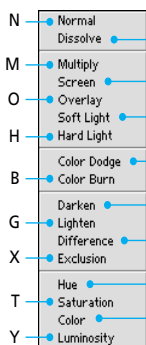
- Tab shows/hides all palettes.
- ⇧ + Tab shows/hides all palettes except the toolbox and options bar.*

Blending Mode

All the shortcuts are ⇧ + Alt + the letter.

Other Blending mode palette shortcuts

- [Desaturate icon] + ⇧ + Alt + D to desaturate.*
- [Saturation icon] + ⇧ + Alt + S to saturate.*
- [Dodge/Burn icon] + ⇧ + Alt + S to dodge/burn shadows.*
- [Dodge/Burn icon] + ⇧ + Alt + M to dodge/burn midtones.*
- [Dodge/Burn icon] + ⇧ + Alt + H to dodge/burn highlights.*
- ⇧ + Alt + L to threshold (Bitmap mode only)*
- ⇧ + Alt + R to clear (Paint bucket and line tools only)*



- ⇧ + Alt + Q to paint behind (Paintbrush tool only)

Tool options bar

- Create new shape layer
- Create new work path*
- [Filled Region Icon] Create filled region (Shape tools only)
- [Alternative Icon] Alternative

- Add to selection/shape area (⇧ + drag* or +)
- Subtract from selection/shape area (Alt + drag* or -)
- Intersect selection/shape area (⇧ + Alt*)
- [Exclude Icon] Exclude overlapping shape areas (Shape tools only)

Boolean features work with all Selection, Shape and Pen tools.

* Shortcuts work with selection tools only.

- Bring to front
- Bring forward
- Send backward
- [Send to Back Icon] Send to back

Work with Slice and Image map select tool.⁵

- Align top edges
- Align vertical centers
- Align bottom edges
- Align left edges
- Align horizontal centers
- Align right edges
- Distribute top edges
- Distribute vertical centers
- Distribute bottom edges
- Distribute left edges
- Distribute horizontal centers
- Distribute right edges

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;
Alt + click shows this layer or layer set only/shows all layers or layer sets.
- E. Double-click to edit layer effect/style options;
⇧ + double-click hides effect/style;
⇧ + drag effect/style to another layer/file to add effect to target layer set;
Alt + drag effect/style to another layer/file to copy effect and replace target layer style;
⇧ + Alt + drag effect/style to another layer/file to copy effect into target layer set.

- F. Reveals/hides content;
Alt + click reveals / hides all layers and effects.
- G. Points to clipping layer.
- H. Creates layer style.

- I. Creates layer mask with Reveal All/Reveal Selection;
Alt + click creates layer mask as Hide All/Hide Selection;
Ctrl + click creates layer clipping path with Reveal All/Reveal Selection;
Alt + Ctrl + click creates layer clipping path with Hide All/Hide Selection.

- J. Creates new layer set;
Ctrl + click creates new layer set below current layer/layer set;
Alt + click creates new layer set with dialog.

- K. Creates new fill/adjustment layer.

- L. Creates new empty layer;
Alt + click creates new empty layer with dialog;
Ctrl + click creates new layer below target layer.

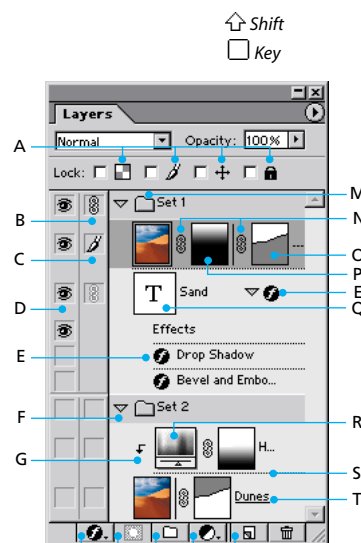
- M. Layer Set.

- N. Links/unlinks layer to/from layer mask/layer clipping path.

- O. Alt + click disables/enables layer clipping path.
- P. Double-click to open Layer Mask Options dialog;
⇧ + click toggles layer mask on/off;
\ (backslash), or ⇧ + Alt + click toggles rubylith mode for layer mask on/off;
Alt + click toggles layer mask and composite image.

- Q. Double-click selects all type and temporarily selects type tool.

- R. Indicates New Fill or Adjustment layer.



- S. Alt + click groups/ungroups with/from previous layer.

- T. Double-click to edit layer style;
Alt + double-click for Layer Properties dialog.

Layers menu shortcuts

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

Other layer shortcuts

- Ctrl + click layer thumbnail to load layer transparency as selection.
- ⇧ + Alt + [or] activates bottom/top layer.
- Alt + [or] selects next layer down/up.
- Ctrl + [or] moves target layer down/up.
- ⇧ + Alt + Ctrl + E merges a copy of all visible layers into target layer.
- Ctrl + E merges down.
- ⇧ + Ctrl + E merges visible.
- ⇧ + Ctrl + [or] brings target layer to the back/front, or back/front of set.
- Right mouse click on layer set for layer set properties and transparency.
- ⇧ + Alt + P for pass through blending mode for layer set.

Extract Image toolbox shortcuts*

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

Liquify Image toolbox shortcuts

-  Warp tool (W)
-  Twirl clockwise tool (R)
-  Twirl counterclockwise tool (L)
-  Pucker tool (P)
-  Bloat tool (B)
-  Shift pixels tool (S)
-  Reflection tool (M)
-  Reconstruct tool (E)
-  Freeze tool (F)
-  Thaw tool (T)

Other Extract* Image and Liquify Image shortcuts

(Extract* only)

- Alt toggles between edge highlighter tool and eraser tool.
- Ctrl with edge highlighter tool selected toggles Smart Highlighting.
- Alt + delete removes current highlight; or Ctrl + delete highlights the entire image.
- ⇧ + click with fill tool selected fills foreground area and previews extraction.
- Ctrl + drag moves mask when edge touchup tool is selected.
- Alt + drag add opacity when cleanup tool selected.
- X toggles show menu options in preview between Original and Extracted; ⇧ + X enables cleanup and edge touchup tools before preview.
- F cycles through the Display menu in preview from top to bottom; or ⇧ + F cycles bottom to top.
- [↓] [↑] in Brush Size text box decreases / increases brush size by 1; [←] [→] with Brush Size Slider showing decreases / increases brush size by 1; Hold down ⇧ to decreases / increases 10x.

(Liquify only)

- Alt + tool reverses direction for Shift Pixels and Reflect tools.
- Alt + drag in Preview with Reconstruct tool, Displace, Amplitwist or Affine mode selected, continually samples the distortion.
- [↓] [↑] in Brush Size and Pressure text box decreases / increases brush pressure by 1; [←] [→] with Brush Size and Pressure Slider showing decreases / increases brush pressure by 1; Hold down ⇧ to decreases / increases 10x.

(Extract* and Liquify)

- Alt + click reverts settings and review.
- [] decreases or increases brush size.
- Tab cycles through controls on right from top; or ⇧ + Tab cycles through controls on right from bottom.

ImageReady Animation palette



Frame shortcuts

- ⇧ + click on second frame selects/ deselects multiple frames.
- Ctrl + click on multiple frames selects/ deselects multiple discontinuous frames.
- ⇧ + Alt + paste frames replaces the destination frame with the copied frames.
- ⇧ + Ctrl + [↩] - drag moves the content of selected layer concurrently in all selected animation frames.
- Alt + paste frame gives most recent screen option selected and bypasses dialog box.

ImageReady Color Table palette

- Alt + click on swatch chooses swatch as background color.
- ⇧ + click on a second color selects multiple contiguous colors. Last color clicked becomes foreground color.
- Ctrl + click on multiple colors selects multiple discontinuous colors. Last color clicked becomes foreground color.
- Alt + click on new color button or drag color proxy from Tool palette onto new color button adds the current background color.
- Ctrl + click on new color button or drag color proxy from Tool palette onto new color button inserts foreground color and creates a custom palette.

Transform of selections, selection borders, and paths

- Alt transforms from center or reflects.
- ⇧ constrains.
- Ctrl distorts.
- Enter applies.
- Ctrl + [] or Esc cancels.
- Alt + Ctrl + T free transforms with duplicate data.
- ⇧ + Alt + Ctrl + T transforms again with duplicate data.