

# "Getting Started With Photoshop"

*- Volume 1*



## A Photoshop Introduction For Newbies By LearnPhotoshopNow.com

Hello and welcome to the “*Getting Started With Photoshop*”. This first volume will guide you through the basics of Photoshop. We’ll start at the beginning and slowly be working our way through to the more advanced stuff... but don’t worry it’s all aimed at the total newbie.

-----*Side Note*-----

**If you prefer to learn with video tutorials then [click here and grab the free report about our exciting new “Photoshop Fast Track For Newbies!” video tutorial series.](#)**

-----*End Note*-----

In volume 1 of this “Photoshop Newbie Guide” we will be taking a look at how to get started with Photoshop, and finding out where most of the simple day to day tools are found.

There are many different ways in which you can use Photoshop. You might be an editor laying out images for a photography magazine, a photographer restoring an old print to mint condition or a website designer. In fact Photoshop is just about used on every single magazine there is in some form or other.

Once you start working more on Photoshop you’ll find yourself working with hundreds of different files, and different file formats and understanding these is one of the key factors to streamlining your workload and making Photoshop easier.

In this first coaching session, I’ll be covering most of the basic tools and I’ll also be showing you some fifty keyboard short cuts that will help you focus on the relevant files and all this means saving you time and being able to work faster with Photoshop.

So pull up a chair and relax, and get ready to take control of Photoshop the way it should be.

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# Photoshop Workspace

The workspace in Photoshop consists of the following components, which is also known as “outside of the box”.



## Menu Bar:

The menu bar is the simplest of tools there is, the reason being you’ll find this on most other programs you’ve used in the past. This can be found at the top of your Photoshop window, and once clicked on this will then open up a variety of other options and tools which can be used in Photoshop.



## Options Bar:

The options bar again is a simple tool and can be found at top of your Photoshop window, this sits underneath the menu bar, again once clicked on, and this will open an array of different tools.



## Toolbox:

The tool box is where all your day to day tools are and it sits on the left hand side of your Photoshop window. It sits there by default. This is something you must play around with and get familiar with as much as you can.



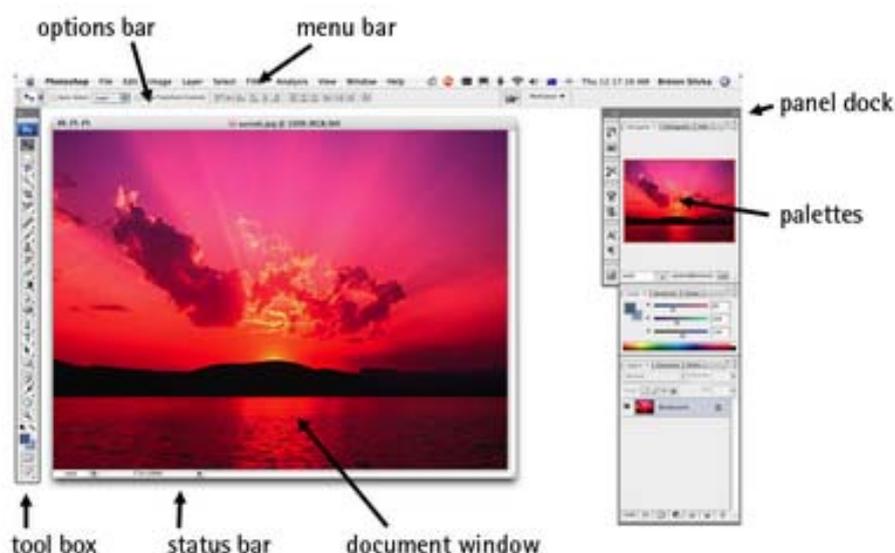
## Palettes:

OK just what are palettes? These are on the left hand side of your workspace and are called “panes”. Each of the individual panes hold information on the image or photo that you’re working with. The palettes can be dragged and dropped into different location depending on what suits you best and each palette can be minimized too. You’ll see in this image below where each tool is found and how easily they are accessed. There are short cuts for each of the following and I’ll be covering these later on in the coaching newsletter.



## Document Windows:

The document window is very straight forward, it’s where your image or photo is visible in Photoshop once it is opened.



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## Tips - Slag in Photoshop:



As everyone knows there are always slag terms when you start using something new. So when you start using Photoshop you're going to have to get use to them. OK let's start off with a "Comp": What does a comp refer to? Traditionally it referred to the page layout, but in Photoshop it refers to the static interface. Sometimes you'll even hear it called a "Mock-up" site.

## Customize Your Workspace

In Photoshop everything is possible and customizing your workspace is a must. This helps you plan you workspace so that everything is where you like. Here are five menus which you should customize:



### First The Menu Bar

Once I've opened Photoshop this would be the first menu I would customize. You can even change the colour in your menu items, also this is where you can assign new short cuts if you wish to. If you wish to edit your palette menus you would need to go to **Edit > Menus** and then simply use the dialogue box to alter the menu bar.



### Second The Options Bar

Moving the options bar again is straight forward, all you have to do is click on the handle, which is on the left hand side and then simple move it around your workspace. You will find it will "lock in place" either at the top or bottom of your screen.



### Third Moving Toolbox

Moving the toolbox again is straight forward, you simply click on the grey area and then just drag it to where you want it.



### Fourth Rearranging Your Palettes

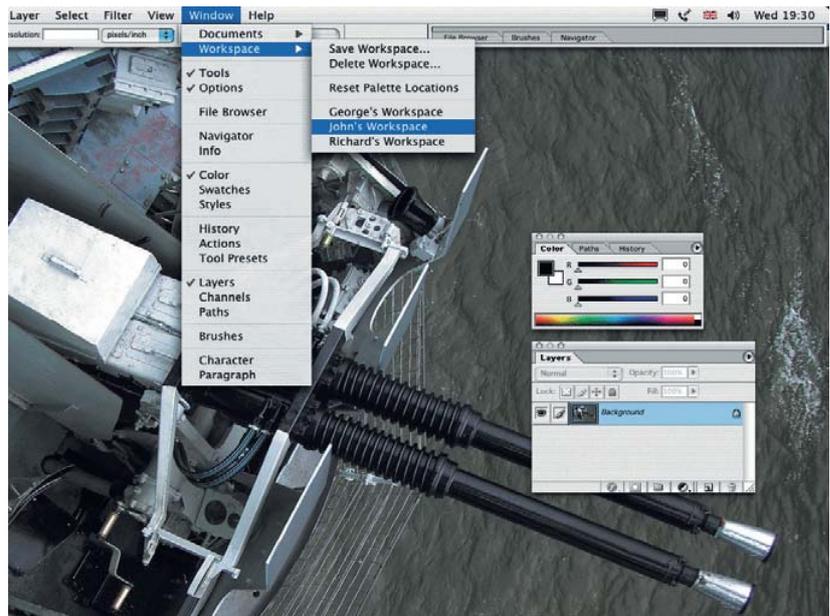
There are loads of ways to move or rearrange your palettes. You just might have your palettes set up and then you want to move a palette to a different group, this is simply done by dragging the palette tab at the top and dropping it into your new group.

I could spend a day writing a short book on how to rearrange you palettes, so you really need to play around with palettes moving them and dragging them into different groups.

This might be going over you head a bit but don't worry everyone has to start from somewhere.

# Saving Your Customized Workspace

When you become more familiar with Photoshop you'll slowly find out which palettes you use on a regular basis and others that you hardly ever use. The good thing with Photoshop is it lets you save and load different palettes for different jobs.



## Workspace Satisfaction

Your workspace needs to be clean and tidy so you know where everything is, so having the correct menus, palettes and knowing your short cuts will help you work more effectively.

Once you are happy with your workspace you then need to save it. **Select Window Workspace > Save Workspace.** This can be found in the menu bar and you should also give this a name. For example...Alter Images Workspace. Again this will help you work more effectively with Photoshop. If you want to load your different workspaces select **Window > Workspace** and then just select your workspace from the options it gives you.

## Tips - Deleting Unwanted Workspaces:



It very easy to delete an unwanted or used workspace, select **Window > Workspace > Delete Workspace.** You can either delete one at a time, or delete the whole lot.

# Working With Photoshop

That's the easy part out of the way. You should be happy now and have a good understanding of where everything is, now it's time to start having some serious fun.

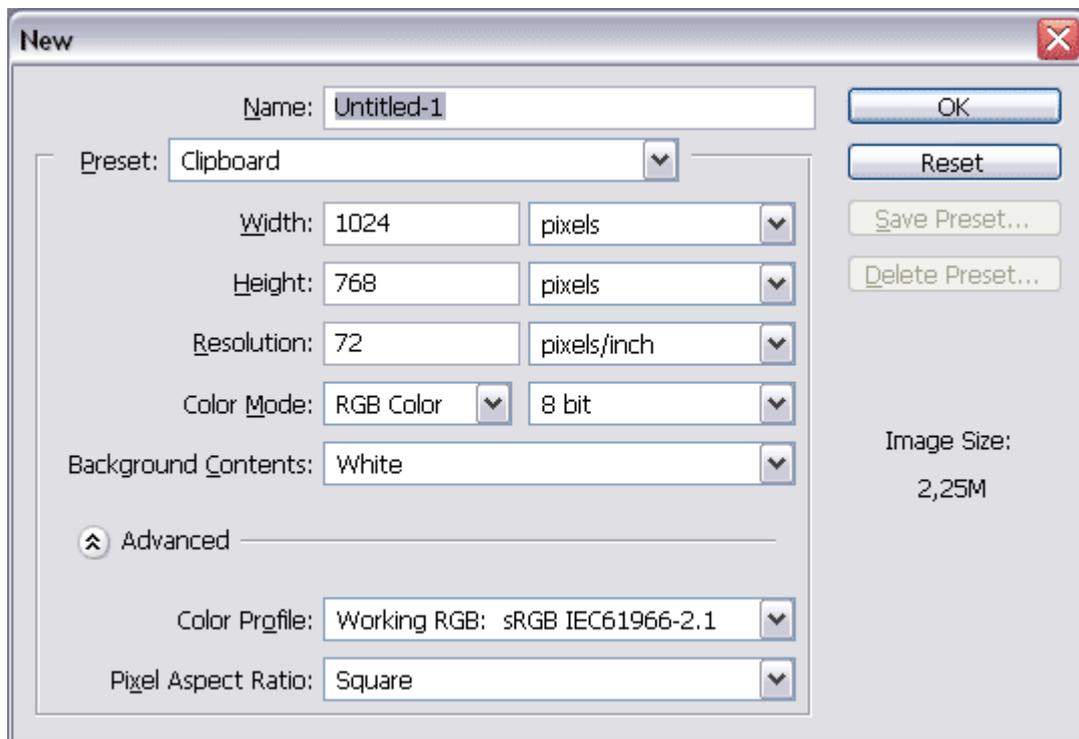
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## Create A New Document

This is simple process all you have to do is **Select the Menu Bar > File > New**, there is a shortcut for this **Ctrl-N on a PC or (Command-N on a Mac)**. Once you have done this a new dialog box will appear. Here you can alter all the settings such as height, width, resolution colour mode etc..



## Open A File

Opening new files is very easy. Go to the **Menu Bar and select File >**, or the short cut is **Ctrl-O (Command-O on a Mac)**. Photoshop also allows you to open multiple files and once again all you have to do is **hold down the Ctrl button** and select the files you require (**Command on a Mac**).



## How To Save A File

Saving a file is very straight forward, just select **File > Save**, shortcut key **Ctrl-S (Command-S on a Mac)**. As an automatic default this will save you file as a PSD format, to change this just select **File > Save As** or pressing **Ctrl-Shift-S (Command-Shift-S on a Mac)**.



## How To Save A File From The Web

Saving files or images from the web is very simple, just right click your image and save target as. You are given three formats which you can save your files or images in: GIFs, JPEGs, and PNGs. Lets take a quick look at these three formats and give you some explanation of which formats you should choose.



## GIF

The GIF format has a maximum of 256 colours and should be used when you're saving images which have large areas of the same colour. The best example here

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would a logo from someone's business.



### JPEG

The JPEG format is the most commonly used format of the three. This should be used on images which have more than 256 colours and gradients in, the best example here would be an image from a photography website. There is a downside to JPEG images and that is once it's saved in this format your image then becomes compressed, thus losing the quality of the image.



### PNG

The PNG format is almost the same as the GIF format, and works best with logo images, so what's the difference, PNG has the ability to support images which have more transparency in coloured areas and also PNG will give you a better image once the image has decreased in size. Photoshop gives you two methods when saving an image in PNG – PNG-8 and PNG-24.

## Tips – Save Time:



Here are five quick and easy shortcuts which will help you save time when you're opening and saving files.

- **holding down Ctrl and double-clicking** the work area to create new documents.
- **double-clicking the work area** to pull up the Open dialog box to open files.
- **holding down Alt and double-clicking the work area** to open existing files as new documents.
- **holding down Ctrl-Shift and double-clicking** the work area to save documents
- **holding down Shift and double-clicking the work area** to access Adobe Bridge—Adobe's "control centre" and file browser.

## Working With Layers

This has to be Photoshop's cream of the cream in tools.

Layers are a very powerful feature within Photoshop and when used correctly they can produce the most amazing results.

The best part about layers is you can work on an individual layer without disturbing the rest.



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Understanding Layers is really quite simple, and most times beginners get overwhelmed by it. It's simple to master and once you've master it which should take you no more than 30 minutes you'll wonder how you ever survived without it.



The example to the left shows you how layers actually work within Photoshop.

Once you have opened and played around with layers you'll notice the transparent part in any layer is shown with the chequered grid. This helps the layers below to show through. To show and hide any layer within your layer palette you just need to click on the eye icon.

A must when working with layers is making sure they are organized correctly into Groups. This is simple, all you have to do is go to **Layer > New > Group**.

All layers whether they are grouped layers or non group layers are displayed in the same way.

Expanding or collapsing layer groups is straight forward you just have to click on the triangle to the left of the folder icon.



### Shortcuts In Layers

To rename anyone of the layers you have just created all you have to do is double-click on the layer name.

Changing the transparency in anyone of your layers is done with opacity, all you have to do is slide the Opacity slider one way or the other, or you just could type in the value.

Duplicating a selected layer is very simple all you have to do is press **Ctrl-J (Command-J on a Mac)**. Or you can duplicate any layer by just dragging it while pressing the **Alt (Option)** key.

Selecting multiple layers can be done by pressing down **Ctrl (Command on a Mac)** then just click on the layer names.

Photoshop allows you to link layers together. This process can be done by pressing on them while holding down **Shift or Ctrl (Command on a Mac)**. Now that you have selected all the layers that you want to link just click the link ILayers button at the bottom-left of the layers palette.

If you're not happy with what you've linked together no worries you can unlink your layers just go to **Layer > Unlink Layers**. If you wish to just unlink one layer just click on the layer you wish to remove and click its corresponding link icon, you'll also notice that the other layers will stay linked.

You an also unlink a layer temporarily this is done by pressing, **Shift and click on its link icon** (a red "X" will appear over the link icon).

Reactivate the link by holding down **Shift and clicking the link icon again**.

Layers can be rearranged, all you have to do is just drag and drop them above or below the others layers. The shortcut for this is, "move down" shortcut **Ctrl-[ (Command-[ on a**

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**Mac)** and the “move up” shortcut **Ctrl-] (Command-])** to move selected layers up and down. **Shift-Ctrl-[ and Shift-Ctrl-]** (**Shift-Command-[ and Shift-Command-]** on a **Mac**) will bring layers to the very top or the very bottom of the stack.

Keyboard shortcuts for selecting a layer are **Alt-[ and Alt-]** (**Option-[ and Option-]** on a **Mac**). You can also move the layers up and down in your palette.

Shortcut for creating a new layer, just click **Shift-Ctrl-N (Shift-Command-N on a Mac)**. This automatically brings up the New Layer dialog box. Want to create new layers quickly without having to deal with the dialogue box? Simply press **Shift-Ctrl-Alt-N (Shift-Command-Option-N)**.

Photoshop also allows you to merge layers together this is done by pressing **Ctrl-E (Command-E)**. You can only use this shortcut if you have the selected the layers which you want to merge.

### Tips – Using Keyboard Shortcuts:



Nearly every tool in Photoshop has a shortcut key. The easiest way to find a the shortcut key is just to hover your mouse over the tool, and within a few seconds a box will appear showing you the tips and shortcut keys. Learning the shortcut keys is a must in Photoshop it will save you a hell of a lot of time and speed up your work. It's always better to know you way around the keyboard shortcuts so you can get both hands working together.

## Photoshop Toolbox

Photoshop's toolbox is probably the most used tool within Photoshop, so you need to know what its functions are and do.

Once you've opened the toolbox you'll notice that there are little black triangles on some of the tool icons, if you hover your mouse over them you'll notice they have hidden tools.



### Selection Tools

When you are editing your images you can use the selection tool to edit your image. The area which you have altered will only be affected with the selection tool. Again to understand this in more detail you have to play around with the settings.

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### **Marquee tools (M)**

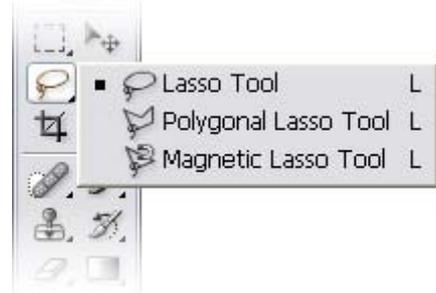
The Marquee tool is used to create rectangular or elliptical images.

Next you'll come across the Lasso tools (L). The Lasso Tool comes in three different forms: Lasso Tool – Polygonal Lasso Tool and Magnetic Lasso Tool.



### **Lasso Tool (L)**

It's really easy to use the lasso tool, all you have to do is select the area on your image, click your mouse, draw your shape and make sure the ends match up (Start and end point).



### **Polygonal Lasso Tool (L)**

I have found the polygonal lasso tool is by far the most used of the three. All you have to do is click at different points and press enter on your image, making sure the ends match up.



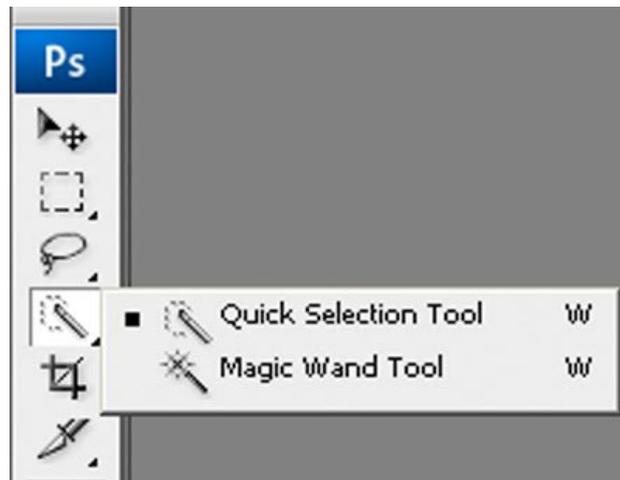
### **Magnetic Lasso Tool (L)**

Okay the magnetic lasso tool helps you to select your own area. It's also known as the smart tool. It's very easy to use all you need to do is click once near the "edge" of an object and follows around it. Photoshop automatically lays down a path. To close this all you need to do is press the **Enter key** or just click at the point near the beginning.



### **The Magic Wand Tool (W)**

The magic wand tool helps you select similar colours, also you can change the colours so this will help you match up your other colours in your image. Again the only way in which you are going to learn these is trial and error.



## Tips – Selection Quick Shortcuts:

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**Hold the Shift key** to add another selection to the first.

**Hold the Alt key (Option key on a Mac)** to subtract your new selection from the first.

**Hold Shift-Alt (Shift-Option)** to select the intersection of your first and second selections.

If you need to move it by pixel by pixel you need to use the arrow keys. This can be slow, so if you need to speed up the process hold down the Shift Key and and the arrow keys at the same time. **Press Ctrl-J (Command-J on a Mac)** to copy the selection into its own layer. To cut the selection into its own layer, press **Shift-Ctrl-J (Shift-Command-J)**.

To copy an entire layer within your palette hold down **Ctrl-J (Command-J)**. To deselect a selected area, click outside of it with one of the Marquee tools, or **press Ctrl-D (Command-D on a Mac)**. To reactivate your last selection, **press Shift-Ctrl-D (Shift-Command-D)**.



### The Move Tool

The Move Tool (V) - It basically does what it says. It moves a selected area, or you can move the entire layer. To duplicate a layer hold down **Alt key (Option key on a Mac)** while using the Move Tool.

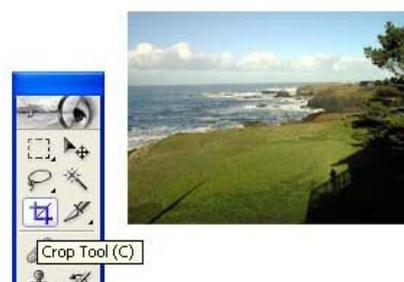
To invoke the Move Tool temporarily just hold down the **Ctrl key (Command key on a Mac)**.



### The Crop Tool

The Crop Tool (C) is used to crop an image, To use the crop tool you just need to double-click the centre of the selection, or press Enter, to crop the image to the size of the selection.

To cancel without cropping, select another tool or press the **Esc key**.



## Tips - Crop Tool:

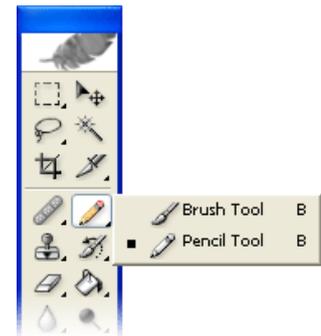


The crop tool can be used to resize your canvas or your image. A quick tip here is to have your document window larger than the image area, and create a crop selection that includes the image and extends onto the grey areas “outside” the image. Applying this crop will resize your canvas to include those extended boundaries, making your canvas larger.

## Drawing And Painting Tools

Drawing and painting tools are two more great tools in Photoshop’s arsenal. The drawing and painting tool allows you to create different shapes. Once you master these tools you’ll be able to draw anything you like with Photoshop.

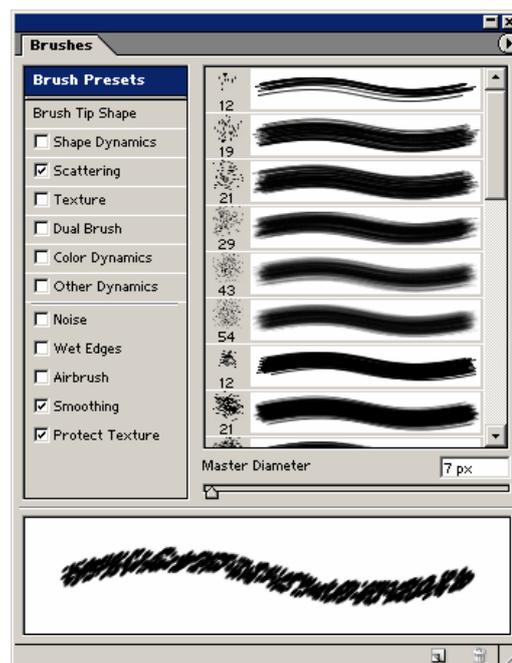
If you have a look on youtube you find some amazing drawings which have been done in Photoshop.



### Brush Tool

The Brush Tool (B) can be used on almost anything in Photoshop. It’s very easy to use.

The brush tool gives you loads of different options of different size brushes which you can use, to find the brush tool you need to go into the options bar at the top of the window.



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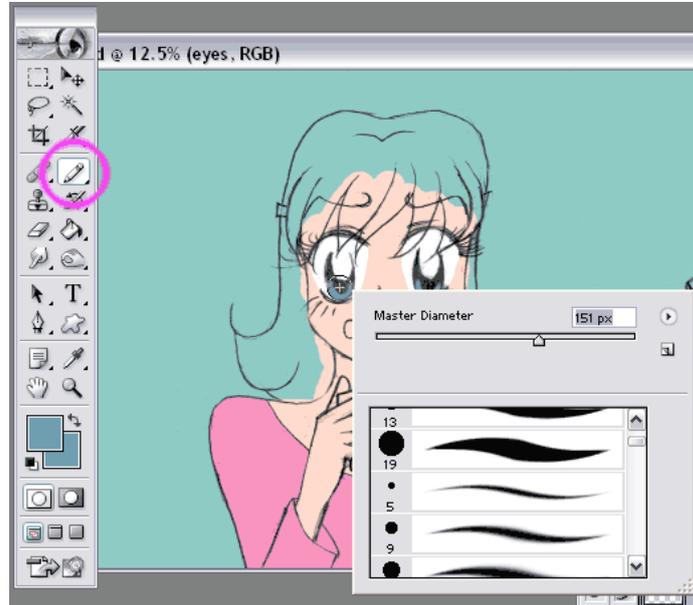
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## Pencil Tool

The Pencil Tool (B) can be used for most drawings within Photoshop; it's used in the same way as the brush tool.

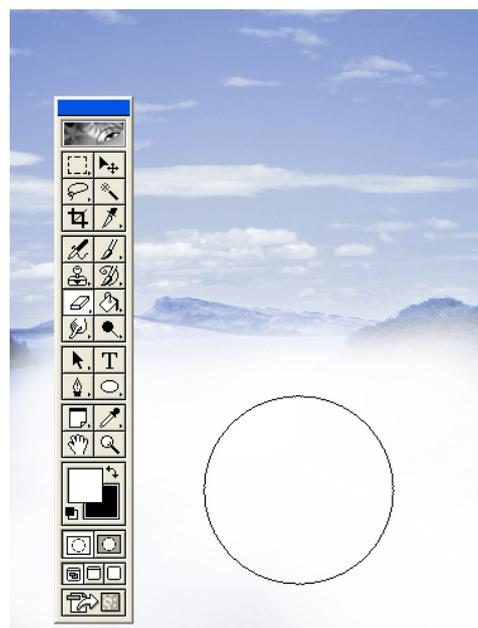
As you can see from the image below this image was sketched out with the pencil tool. Another way to use the pencil tool is to zoom in on your image and alter each single pixel one at a time.



## Eraser Tool

The Eraser Tool (E) speaks for its self, it just removes pixels from your image.

When using the eraser tool it will give you three options, Brush, Block or Pencil mode. Again this is trail and error when using it.



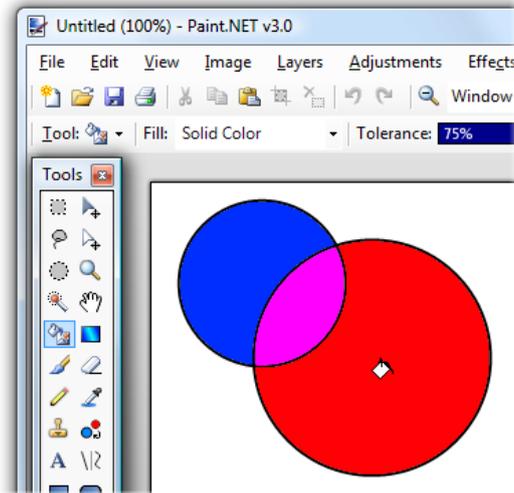
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## Paint Bucket

The Paint Bucket Tool (G) is what it says it is. It fills a select of your image with the colour you have chosen. It's very easy to use the paint bucket tool, all you have to do is click once in the area that you wish to fill, choose your colour and click the area.



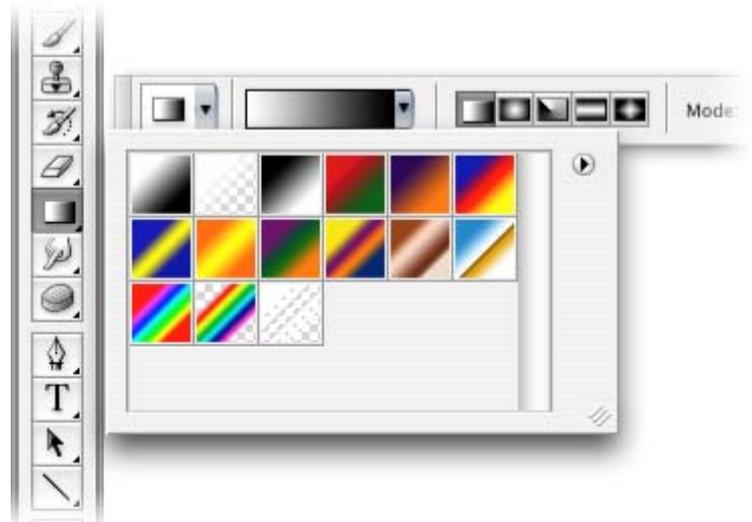
## Gradient Tool

The Gradient Tool (G) I personally find the gradient tool to be the dark horse in Photoshop. It doesn't look much, but it's very powerful if used correctly. The gradient tool helps you blend two or more colours, also Photoshop does give you the option of creating your own gradient which is really cool.

If you want to display all the different gradients from within Photoshop all you have to do is click on the icon for gradient, and then click on the small black triangle which is on the righthand side.

Find the gradient you like and click on it, then drag it to the area where you are going to use it.

The two most common gradients used are; foreground-to-background gradient and foreground-to-transparent gradient.



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If you want to blend your foreground colour into the background colour then you need to use - foreground-to-background gradient. If you looking for a transparent background (fading out) then you need to use foreground-to-transparent.



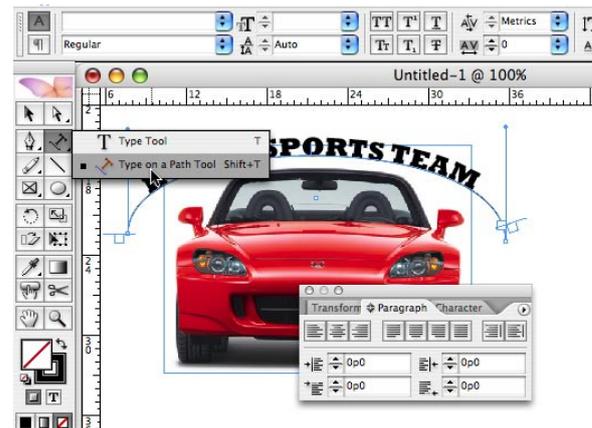
### Text Tool

The Text Tool (T), again it say's exactly what it does. The text tool is very simple to use it just a case of finding the right text and then just start to type.

The cool thing with the text tool is that you can have your text in any shape or size, whether it's curving or a zig zag pattern it doesn't matter, it will just follow your command. You also can change the colour of your text, this can be done with the options bar across the top.

Once you have the text tool on and it's active you notice you can move your mouse around the text area. You will see your cursor change from the txt insert to the move insert, you can then move your text layer around to how you like.

You should also be aware that when the text tool is active you can't use shortcuts on your keyboard. If you do you'll find that in your text you'll have some very strange characters, this will be down to you trying to do shortcuts with your keyboard



If your after a quick shortcut to finish using the text toll use **Ctrl-Enter (Command-Return on a Mac)**.



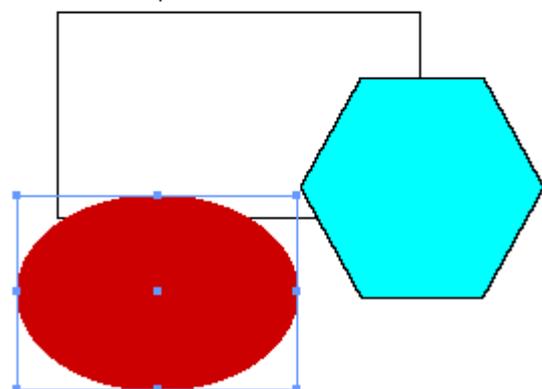
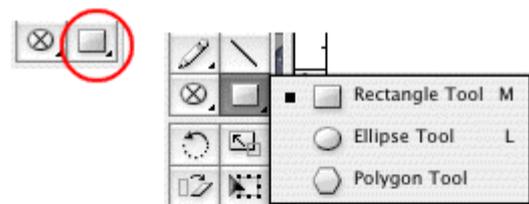
### Shape Tools

In Photoshop it's very easy to create shapes, it's a very simple process, all you have to do is select the icon and then drag and drop it.

Photoshop gives you many options, Rounded Rectangle, Ellipse, Polygon, Line, and Custom Shape tools.

As you can see from the image on the right handside there are many options within the options bar. All you have to do is click on the light black triangle and this will open up a flyout. Then just select the correct image tool you need.

Also you'll notice that you can get more methods, infact Photoshop gives you three more methods which you can use to create a shape:





### **As A Shape Layer (default)**

This creates a solid coloured layer with a vector layer, again this might seem confusing at first but once you get to grips with it, it's very simple.



### **As A Path**

basically this is very simple to understand, the shape you have made will be created as a path in the paths palette.



### **As Filled Pixels**

Again this is very easy to understand, your shape will be created on whichever layer you have selected. So if you have created it on layer 2, then that's the layer.

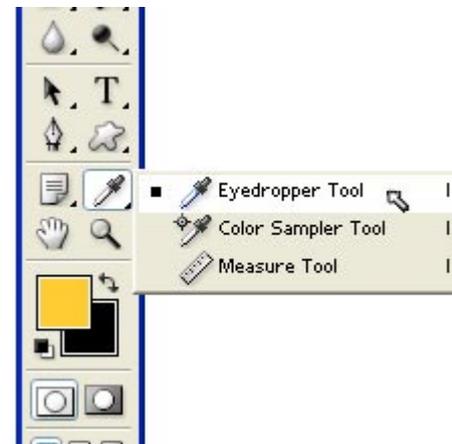
## Selecting Colors

Selecting colours for your background and foreground is very easy, all you have to do is click on the appropriate tile and then select the colour you want. See the example to the right.



### **Eyedropper Tool**

The Eyedropper Tool (I) again is a very useful tool within Photoshop, as this lets you sample other colours from your image. In fact with this tool you can select any colour from anywhere in your display, and also outside of Photoshop. To use this you need to click on the inside of the document window, then drag the cursor to the colour you wish to sample. Click to select that colour. Again at first this you'll find this hard and over your head, but all it takes is a little practice and patience.



The Eyedropper Tool also has another feature which allows you to set the background colour.

This can be done by pressing on the following: **hold down the Alt key (Option key on a Mac)** as you select colours using the eyedropper. If your Swatch palette is open, use the **Ctrl key instead (Command key for Mac users)**.

The other great feature with the eye drop tool, is that you can temporarily turn on the following The Paint Brush, Pencil, Paint Bucket when you using this tool.



## The Hand Tool

The Hand Tool (H) allows you to move your display anywhere you like within your window, this is very helpful if you're working with very large images which need altering and moving. The hand tool can also be invoked, this can be done by pressing down the space bar, this a cool way to position your image exactly where you want it.



## Tips – How To Zoom On Images:



When your working with Photoshop you'll find sometimes you'll have to zoom right in on images. To do this just press the following, **Ctrl + to zoom in and Ctrl – to zoom out**. If you do not like using shortcuts, you can also zoom using the slider on the Navigator palette.



## Layers Palette Making Your Selection

When your working in Photoshop and you have to select a layer to alter a pixel you can just press **Ctrl . (Command on a Mac)** then just click the thumbnail of the layer. Also Photoshop takes into account the transparency of any pixels, so if you alter any layer, Photoshop automatically recreates and keeps its original layer.

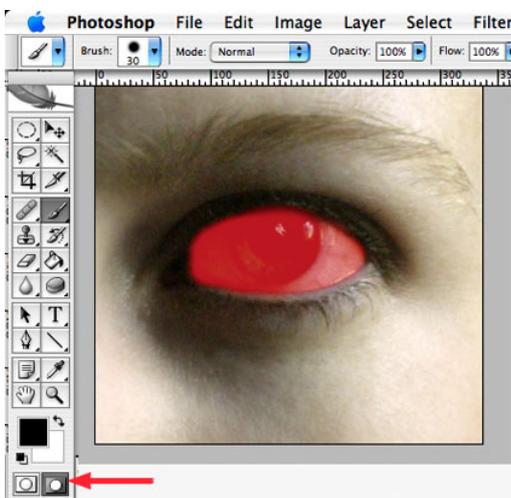


## Understanding Quick Mask

Quick mask is the most used tool within Photoshop by the professionals, and when it comes to spilling the beans on how to use it not many pro's will tell you, so basically you need to learn and understand how this works. At first it will not sink in and fly right over your head, but it's not complicated and if I can understand it you can too.

So what's the difference between making a selection and using quick mask?

Well nothing really. When you're ready to use quick mask you need to go into quick mask mode (Q) then just select the tool you want to use. For example brush tool or painting tool and then select the images you don't need.



As you can see in the image on the left, the eye which has been selected looks transparent red, you can also edit this layer, you might have come across this before in magazines it's sometimes called "painting a mask". Once you are happy with your alteration switch back to standard mode.

So would do designers prefer to use this technique rather than your trusty selection tools? Quick mask has two great advantages over the standard tools:

1 – Quick mask allows you the control the transparency of your selection, thus making life easier.

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2 – The next one might take a bit to get your head around it, but it's easier to colour in any object using quick mask. If you spend 30 minutes playing around with quick mask you'll soon learn how simple it becomes.



### Learning How To Understand Alpha Channels and Selections

Using alpha channels again is very straight forward and it can be used to create selections, which you should save, because you might use them later on. Once you've opened your channels palette you'll see several different channels to choose from.

Once in the channels palette Photoshop defaults to the colour channel, this shows you how much colour is in each image.

If you look at the image below you'll see you can click on the create new channel icon at the bottom to create your own alpha channel.

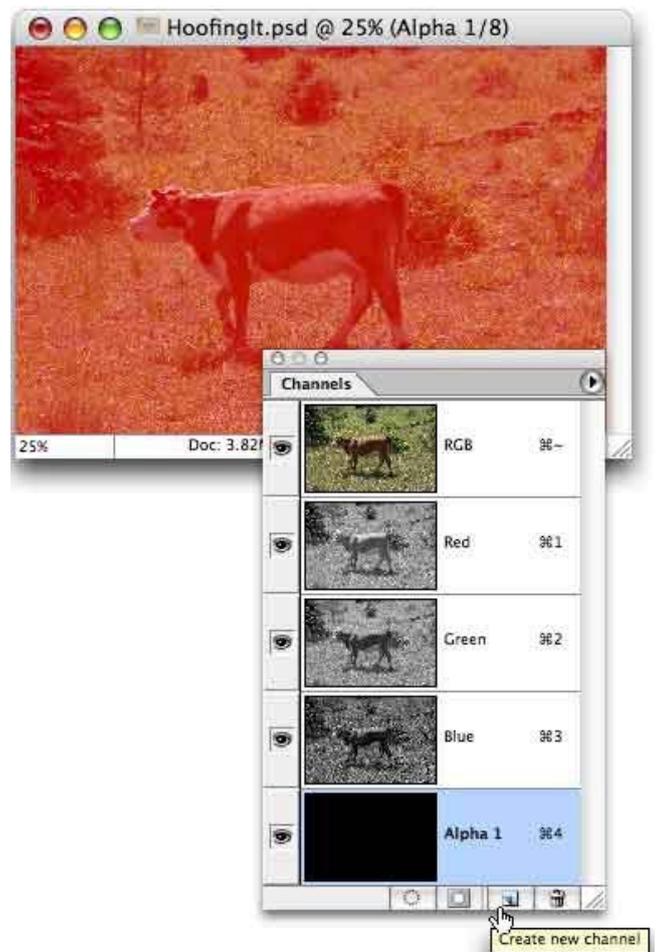
Once set up you can then use them in any of Photoshop's drawing tools or paint tools, this automatically creates a greyscale image, which represents your selection.

If the area is white it means it's been selected, if the area is black it means it's been deselected, if you look at the greys in your image this means the level of transparency.

The shortcut for turning your alpha channel into a selection is **Ctrl and click the channel's thumbnail (hold Command and click if you're on a Mac).**

Once you're happy and you want to return to the normal view just click on the layers palette tab.

Photoshop also gives you the option of creating your own alpha channels, which is a very useful tool. So if you have a background which you like, and you want to save it, just **Select > Save Selection**. Make sure you give your selection a name and click OK. To view your newly channel just enter your channels palette and you'll see your new selection right at the bottom of the list.



## Learning About The History Palette

Here is another hidden gem in Photoshop, this simple tool can make your life so easy. The

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history palette lists your most recent steps that you have made on your image. The cool thing here, it allows you to undo any unwanted actions you have made back to the previous state. The other cool thing within the history palette, is it allows you to set your own limit of steps backwards in its memory. To use this go to **Edit > Preferences > General (Photoshop > Preferences > General on a Mac)**.

There are shortcuts which you can use with the history palette for quick access.

**Ctrl-Z (Command-Z on a Mac)** lets you undo and redo the previous step.

**Ctrl-Alt-Z (Command-Option-Z)** steps back through the History palette.

**Shift-Alt-Z (Shift-Option-Z)** steps forward through the History palette.



## Killer Shortcut Keys

Mac users should treat the [Alt] key as the [Option] key and the [Control] key as the [Command] key

### IMAGE ADJUSTMENTS

No doubt you'll need to tweak things such as levels and colour values on occasion. These shortcuts will take you to the heart of the Image > Adjustments menu

Adjust Levels....[Ctrl]+[L]

Auto Levels....[Shift]+[Ctrl]+[L]

Auto Contrast....[Alt]+[Shift]+[Ctrl]+[L]

Auto Color....[Shift]+[Ctrl]+[B]

Curves....[Ctrl]+[M]

Color Balance....[Ctrl]+[B]

Hue/Saturation....[Ctrl]+[U]

Desaturate....[Shift]+[Ctrl]+[U]

Invert....[Ctrl]+[I]

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## **SUPER-FAST SELECTIONS**

Copy, paste and modify selections more quickly to speed up your workflow  
Constrain marquee....[Shift]+drag when first creating selection  
Draw marquee from centre point....[Alt]+drag when first creating selection  
Select All....[Ctrl]+[A]  
Deselect....[Ctrl]+[D]  
Add to existing marquee selection....[Shift]+drag  
Subtract from existing marquee selection....[Alt]+drag  
Hide marquee selection (but keep it active)....[Control]+[H]  
Nudge empty marquee selection....Use arrow keys  
Nudge empty marquee selection in larger increments....[Shift]+arrow keys  
Copy and move selection....Select the Move Tool, hold down [Alt] and drag  
Fade....[Shift]+[Ctrl]+[F]  
Paste Into....[Shift]+[Ctrl]+[V]

## **FILE MANAGEMENT**

Browse, open, close and save your files for a variety of formats, all at the touch of a key – or three  
New File....[Ctrl]+[N]  
Open File....[Ctrl]+[O]  
Open File Browser....[Shift]+[Ctrl]+[O]  
Save....[Ctrl]+[S]  
Close....[Ctrl]+[W]  
Save As....[Shift]+[Ctrl]+[S]  
Save for Web....[Alt]+[Shift]+[Ctrl]+[S]  
Undo last action....[Ctrl]+[Z]  
Step Forward....[Shift]+[Control]+[Z]  
Step Backward....[Alt]+[Ctrl]+[Z]  
Page Setup....[Shift]+[Ctrl]+[P]  
Print....[Alt]+[Ctrl]+[P]  
Print with Preview....[Ctrl]+[P]  
Print One Copy....[Alt]+[Shift]+[Ctrl]+[P]  
Jump to ImageReady....[Shift]+[Ctrl]+[M]

## **LAYER MANAGEMENT**

Who needs to click icons or pull down menus when layer control is just a shortcut away?  
Show/hide Layers palette....Press [F7]  
New Layer....[Shift]+[Ctrl]+[N]  
New Layer (from copy of selected layer)....[Ctrl]+[J]  
New Layer (cutting selection from existing layer)....[Shift]+[Ctrl]+[J]  
Group with previous layer....[Ctrl]+[G]  
Ungroup from previous layer....[Shift]+[Ctrl]+[G]  
Merge Down....[Control]+[E]  
Merge Visible Layers....[Shift]+[Control]+[E]  
To hide non-selected layers....Press [Alt] and click on the layer's show/hide Eye icon  
To cycle between layers....[Alt]+[ ] and [Alt]+[ ]  
To bring a layer in the layers palette forward....[Ctrl]+[ ]  
To send a layer back....[Ctrl]+[ ]  
To jump from the top to the bottom layer in the Layers palette....[Alt]+[Shift]+[ ]

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To bring a layer to the top from any location....[Shift]+[Ctrl]+[ ] ]

## Volume 1 Summary

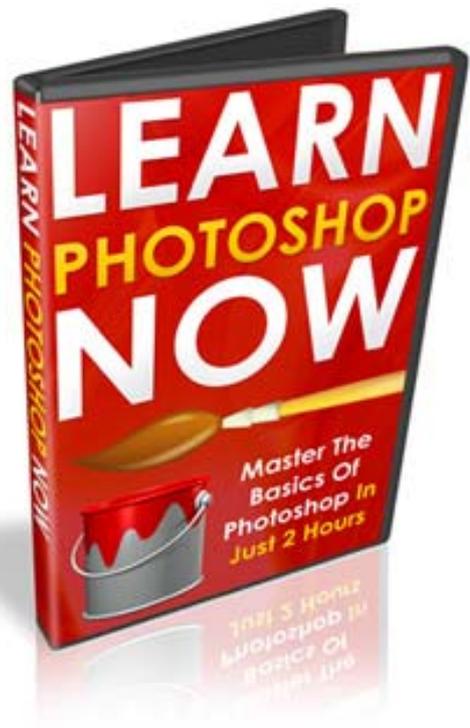
I have tried to give you a small introduction to the most common tools used in within Photoshop. Also I have tried to explain a few simple tasks within Photoshop. The one thing you must start to use is the shortcuts keys which I have given to you through out this coaching volume1 guide, once you start using the shortcut keys they will save you time and help you become faster within Photoshop.

### "Learn Photoshop In Just 2 Hours..."

If you're new to Photoshop and looking for the easiest way to really get to grips with this exciting software (which can be often be very frustrating and overwhelming for newbies)... then I strongly recommend you take a look at Photoshop Expert David Peter's fantastic video tutorials.

There's just 2 hours worth of instantly accessible online video tutorials, which are designed to get the newbie user as competent as possible as fast as possible

[For more details click here...](#)



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