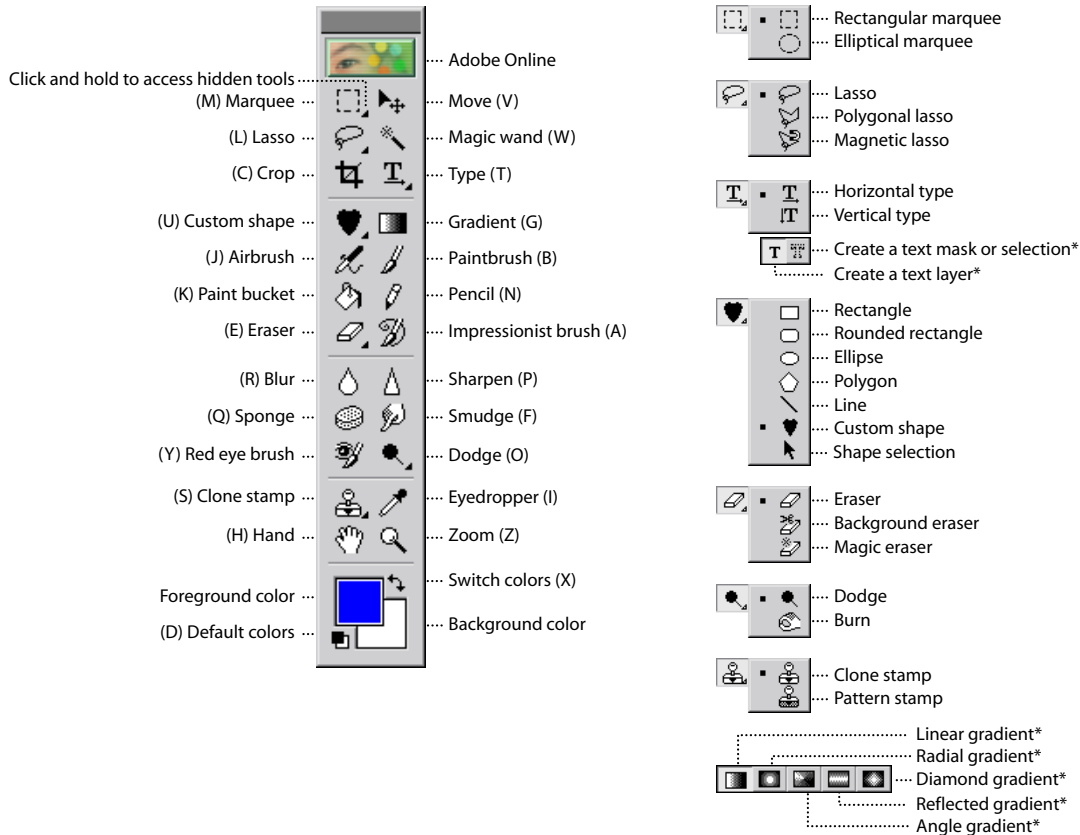


Adobe® Photoshop® Elements

QUICK REFERENCE CARD for Windows®









Toolbar shortcuts

- Press shortcut key (in parentheses) to select tool.
- Alt + click tool or ⇧ + press shortcut key to cycle through hidden tools.
- Ctrl + Tab to cycle through open documents.
- Right-click on image to display context-sensitive menu.
- Press Caps Lock to use precise cross hair for brushes.
- Press Enter to close a magnetic lasso selection, or press Esc to cancel the operation.
- Press ⇧ to constrain dragging or drawing to straight line or multiples of 45°.



*Tools appear in options bar only.

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





Viewing

RESULT	ACTION
Fits image on screen	Double-click  , or Ctrl + 0 (zero)
100% magnification	Double-click  , or Alt + Ctrl + 0 (zero)
Zooms in or out	Ctrl +  or 
 or 	Ctrl + spacebar, or Alt + spacebar
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 or shape while selecting or drawing	Any marquee tool + spacebar + drag
Adds to or subtracts from selection	Any selection tool + ⇧ or Alt + drag
Intersects a selection	Any selection tool + ⇧ + Alt + drag
Constrains marquee or shape to square or circle	⇧ + drag
Draws marquee or shape from center	Alt + drag
Constrains shape and draws marquee from center	⇧ + Alt + drag
	Ctrl (except when ) or any shape tool is selected)

Painting

RESULT	ACTION
	Any painting tool or shape tool + Alt (except impressionist brush)
Selects background color	 + 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
Shows/Hides selection of pixels, shapes, or type	Ctrl + H
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

*Hold down Ctrl to scroll left (Page Up) or right (Page Down).

RESULT	ACTION
Switches from  to 	Alt + drag
Switches from  to 	Alt + click
Moves copy of selection or shape	 + Alt + drag selection
Moves selection area or shape 1 pixel	Any selection +     *
Moves selection, shape, or layer 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

*Hold down ⇧ to move 10 pixels.

RESULT	ACTION
Fills selection/layer with foreground or background color	Alt + (Backspace or Delete), or Ctrl + (Backspace or Delete)
Displays Fill dialog box	⇧ + Backspace
Locks transparent pixels on/off	/
Connects points with a straight line	Any painting tool + ⇧ + click

Type 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 + ⇐ ⇨

RESULT	ACTION
Designates new origin over existing type	⇧ + click
Selects word or line	Double-click or triple-click
Shows/Hides selection on selected type	Ctrl + H
Toggles Underlining on/off	⇧ + Ctrl + U
Toggles Strikethrough on/off	⇧ + Ctrl + /
Decreases/increases type size of selected text 2 pts./px.	⇧ + Ctrl + < >*

*Hold down Alt to decrease/increase 10x.

Brushes pop-up palette

- Alt + click brush deletes brush.
- Double-click brush renames brush.
- [or] decreases/increases brush size.
- ⇧ + [or] decreases/increases brush softness/hardness in 25% increments.



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 with foreground color.

Free Transform

- Alt transforms from center.
- ⇧ constrains to original aspect ratio.
- Ctrl distorts.
- ⇧ + Ctrl skews.
- ⇧ + Ctrl + Alt changes perspective.
- Enter applies.
- Ctrl + □ or Esc cancels.

Info palette

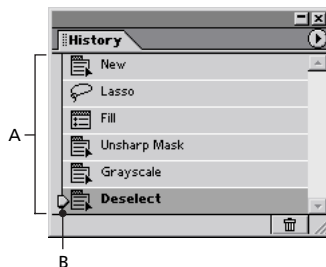
- Click eyedropper icon  changes color readout modes.
- Click cross-hair icon  changes measurement units.

Common palette shortcuts


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

History palette

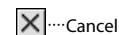
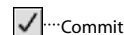
- A. States of the image, from first to most recent;
Ctrl + Y steps forward;
Ctrl + Z steps backward;
Ctrl + Alt + Z toggles current and last.
- B. Drag slider moves selection between states.











Tool options bar

- Create new shape layer
- Add to selection/shape area (⇧ + drag)
-  Exclude overlapping shape areas (Shape tools only)
- Intersect selection/shape area (⇧ + Alt)
- Subtract from selection/shape area (Alt + drag)





Boolean features work with all selection and shape tools.

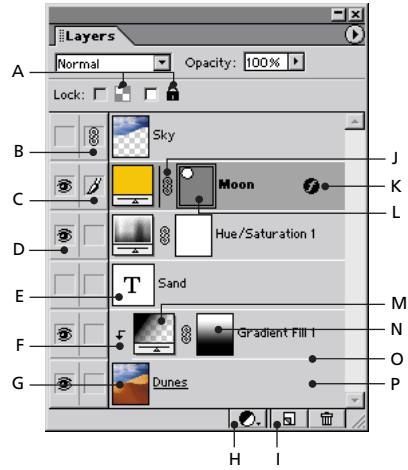


Liquify Image toolbox shortcuts

-  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)

Other Liquify Image shortcuts






- Alt + tool reverses direction for shift pixels and reflect tools.
-   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 ⇧ decreases / increases 10x.
- [or] decreases or increases brush size.



Blending Mode

All the shortcuts are ⇧ + Alt + the letter.

Blending mode tool shortcuts

-  + ⇧ + Alt + D to desaturate.
-  + ⇧ + Alt + S to saturate.
-  + ⇧ + Alt + S to dodge/burn shadows.
-  + ⇧ + Alt + M to dodge/burn midtones.
-  + ⇧ + Alt + H to dodge/burn highlights.
- ⇧ + Alt + R to clear (Paint bucket tool only)
- ⇧ + Alt + Q to paint behind (Paintbrush tool only)

N	Normal	I
	Dissolve	
M	Multiply	S
	Screen	
O	Overlay	F
	Soft Light	
H	Hard Light	
	Color Dodge	D
B	Color Burn	
	Darken	K
G	Lighten	
	Difference	E
X	Exclusion	U
	Hue	
T	Saturation	C
	Color	
Y	Luminosity	

Layers palette

- A. Layer lock options (from left to right); Transparency, 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.
- D. Shows/Hides layer; Alt + click shows this layer only/shows all layers.
- E. Double-click selects all type and temporarily selects type tool.
- F. Indentation indicates a grouped layer; icon points to the clipping layer.
- G. 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.
- H. Creates new fill/adjustment layer.
- I. Creates new empty layer; Alt + click creates new empty layer with dialog; Ctrl + click creates new layer below target layer.
- J. Links/unlinks layer to/from layer mask/layer shape.
- K. Double-click to edit style settings options.
- L. ⇧ + click disables/enables layer clipping path.
- M. Indicates New Fill or Adjustment layer.

- N. ⇧ + 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.
- O. Alt + click groups/ungroups with/from previous layer.
- P. Double-click for Layer Properties dialog box.

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

- ⇧ + 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 top or bottom of palette.