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

~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.*