


<b>Selection Functions</b>	<b>Shortcut</b>	<b>Menu Path</b>
To <b>D</b> eselect a Selection. This deactivates a selection; makes the “marching ants” go away!	Press <b>Command D</b>	<b>Select&gt;Deselect</b>
To <b>I</b> nverse a Selection. This flips the initial selected area to select only the opposite area of the initial selection.	Press <b>Shift Command I</b>	<b>Select&gt;Inverse</b>
To <b>H</b> ide the Selection borders--temporarily hides only the “marching ants” but the selection is still active.	Press <b>Command H</b>	<b>View&gt;Hide/Show Selection Edges.</b> Also under <b>View&gt;Show&gt;Extra Options</b> you can set several functions to Show/Hide with this Shortcut.
To <b>S</b> elect All. This will activate a Selection border around the entire Canvas. If a Text Box is active, then this Command will select all of the text.	Press <b>Command A</b>	<b>Select&gt;All</b>

<b>Toolbox Functions</b>	<b>Shortcut</b>	<b>Tips</b>
To set the <b>Foreground/Background Color Swatches to their Default</b> of Black/White.	Press the letter <b>D</b>	Not to be confused with “Command D” which Deselects marching ants.
To switch or <b>eXchange the positions of the Foreground/Background Color Swatches</b> in the Toolbox.	Press the letter <b>X</b>	
To Toggle the three <b>Screen Viewing Modes</b> ; Standard, Full Screen with Menu, Full Screen No Menu-Black Background.	Keep pressing the letter <b>F</b> ; this will toggle through and back to Standard View Mode.	Also found under <b>View&gt;Screen Mode</b>
To select the <b>MoVe Tool</b> . This tool allows you to move the position of pixel elements on transparent layers, shapes, and allows you to change the position of unlocked guides.	1. Hold down the <b>Command key</b> to temporarily toggle the Move tool, let go to resume with the previously selected tool. 2. Press the letter <b>V</b>	
To select the <b>Hand Tool</b> . This tool allows you to pan your view of the image when viewing in magnified view or when the Document Window box is not revealing the entire image.	1. Hold down the <b>Spacebar</b> to temporarily toggle the Hand tool, let go to resume with the previously selected tool. 2. Press the letter <b>H</b>	Preferred using as opposed to the Document Window Scroll Bars.
To select the <b>Brush Tool</b>	Press the letter <b>B</b> .	
To select the <b>Eyedropper Tool</b> . This tool will change the Foreground color to the color clicked on in any open document, or color palettes.	1. Hold down the <b>Option key</b> to sample, while the current tool is a Brush. 2. Press the letter <b>I</b>	To sample any visible colors on your desktop, start by pressing down the mouse inside the document then slide the eyedropper anywhere outside of the document.

<b>Editing Functions</b>	<b>Shortcut</b>	<b>Menu Path</b>
To <b>Save</b>	Press <b>Command S</b>	<b>File&gt;Save</b>
To <b>Undo</b>	Press <b>Command Z</b>	<b>Edit&gt;Undo</b>
To <b>Transform</b> ; Scale, Perspective, Distort, Skew, Rotate	Press <b>Command T</b>	<b>Edit&gt;Free Transform</b>
To <b>Invert</b> . This will change the current colors of a layer or mask to the opposite,complementary, or negative color(s).	Press <b>Command I</b>	<b>Image&gt;Adjustments&gt;Invert</b>
To <b>Fill</b> a Layer or Selection with the <b>Foreground Color</b> .	Press <b>Option Delete</b>	<b>Edit&gt;Fill...Foreground Color</b>
To <b>Fill</b> a Layer or Selection with the <b>Background Color</b> .	Press <b>Command Delete</b>	<b>Edit&gt;Fill...Background Color</b>
To <b>Edit in Quick Mask Mode</b> or to Revert to Standard Editing Mode. This Mode allows you to select an area using brushes or fill commands. The Quick Mask area is noted by a semi transparent Red Overlay.	Press the letter <b>Q</b>	 <p>Standard Quick Mask</p> <p>These icons are located in the Tool-box; third panel up from the bottom.</p>
To <b>Revert back to Standard Editing Mode</b> . This will change the Quick Mask Areas to an active selection (marching ants).	Press the letter <b>Q</b>	
To <b>Duplicate a Layer (Jump a Layer)</b>	1. Press <b>Command J</b> 2. Drag the Layer to the <b>New Layer icon</b> at the bottom of the Layers Palette.	1. <b>Layer&gt;New&gt;Layer Via Copy</b> 2. <b>Layer&gt;Duplicate Layer</b> (from either the top menu or the flyout options tab of the Layers Palette.
To make a <b>Selection around objects</b> on a transparent layer.	Press <b>Command Click on thumbnail in the Layers Palette</b> .	<b>Select&gt;Load Selection</b>
To <b>Copy a Selection</b> to the Clipboard.	Press <b>Command C</b>	<b>Edit&gt;Copy</b>
To <b>Paste a Copy</b> from the Clipboard.	Press <b>Command V</b>	<b>Edit&gt;Paste</b>
To <b>Quit Application</b>	Press <b>Command Q</b>	<b>File&gt;Quit or Photoshop&gt;Quit</b>

<b>View Functions</b>	<b>Shortcut</b>	<b>Menu Path</b>
To <b>Zoom In</b>	Press <b>Command +</b>	<b>View&gt;Zoom In</b>
To <b>Zoom Out</b>	Press <b>Command -</b>	<b>View&gt;Zoom Out</b>
To <b>Fit on Screen</b>	Press <b>Command 0</b>	<b>View&gt;Fit on Screen</b>
To <b>View at 100%</b> ratio	Press <b>Command Option 0</b>	<b>View&gt;Actual Pixels</b>
To <b>Show/Hide Rulers</b>	Press <b>Command R</b>	<b>View&gt;Rulers</b>
To <b>Show/Hide Guides</b>	Press <b>Command ;</b>	<b>View&gt;Show&gt;Guides</b>
To <b>Hide Palettes &amp; Toolbox</b>	Press <b>Tab</b>	
To <b>Hide Palettes but not Toolbox</b>	Press <b>Shift Tab</b>	
To <b>Reset Palettes to their Default View and Location</b>		<b>Window&gt;Workspace&gt;Reset Palette Locations</b>

**NOTE:** The View Show/Hide for all individual Palettes can be found under the top **Window** Menu item.