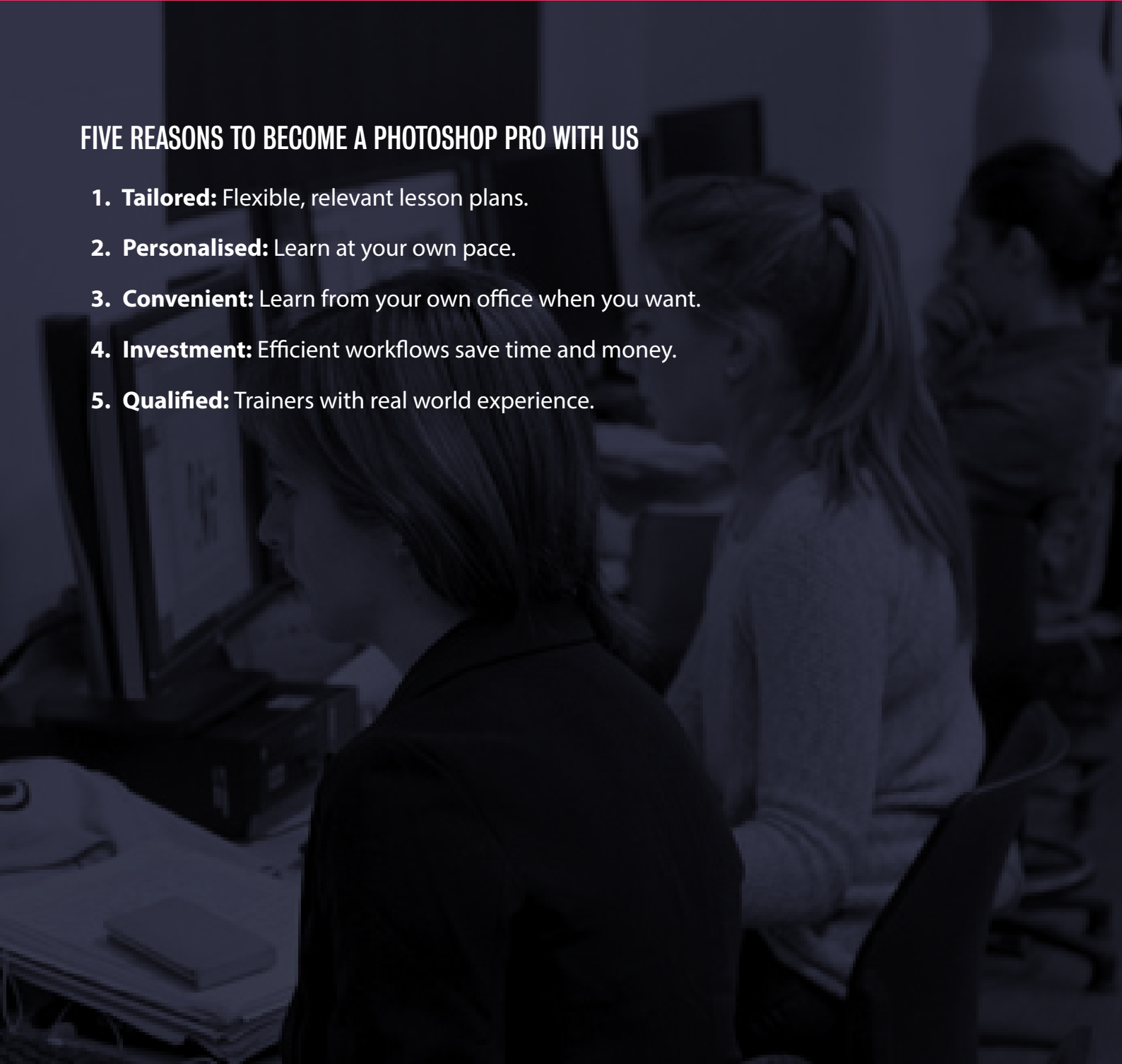


TAILORED PHOTOSHOP TRAINING

When, where and how you want it

FIVE REASONS TO BECOME A PHOTOSHOP PRO WITH US

1. **Tailored:** Flexible, relevant lesson plans.
 2. **Personalised:** Learn at your own pace.
 3. **Convenient:** Learn from your own office when you want.
 4. **Investment:** Efficient workflows save time and money.
 5. **Qualified:** Trainers with real world experience.
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PHOTOSHOP KEYBOARD SHORTCUTS

Below are our favourite keyboard shortcuts when using Photoshop. These can be used for both Mac and PC.

When using PC use Ctrl and Alt. However if you are on a Mac use Cmd and Opt instead.

Tools

Path/Direct Selection	A
Pencil/Paintbrush	B
Crop	C
Default Colours	D
Eraser	E
Toggle Screen Mode.....	F
Gradient/Paint Bucket	G
Hand.....	H
Eyedropper	I
Healing/Spot Healing	J
Slice	K
Lasso	L
Marquee.....	M
Notes.....	N
Dodge/Burn/Sponge	O
Pen	P
Quick Mask Mode	Q
Blur/Sharpen	R
Clone/Pattern Stamp	S
Type	T
Shape	U
Move	V
Magic Wand.....	W
Switch Colours.....	X
History/Art Brush.....	Y
Zoom.....	Z

File

New	Ctrl/Cmd-N
Open	Ctrl/Cmd-O
Close.....	Ctrl/Cmd-W
Save	Ctrl/Cmd-S
Save As	Ctrl/Cmd-Shift-S
Print.....	Ctrl/Cmd-P
Quit/Exit.....	Ctrl/Cmd-Q

View

Zoom In or Out.....	Ctrl/Cmd-plus(+) or Ctrl/Cmd-minus(-)
Fit Document in Window	Ctrl/Cmd-0 (zero)
Actual Size.....	trl/Cmd-Alt/Opt-0

Edit

Cut.....	Ctrl/Cmd-X
Copy	Ctrl/Cmd-C
Paste.....	Ctrl/Cmd-V
Undo	Ctrl/Cmd-Z
Redo	Ctrl/Cmd-Shift-Z

Layers

New Layer.....	Ctrl/Cmd-Shift-N
Layer via Copy.....	Ctrl/Cmd-J
Layer via Cut.....	Ctrl/Cmd-Shift-J
Creating Clipping Mask.....	Ctrl/Cmd-Alt/Opt-G
Bring Forward	Ctrl/Cmd-]
Bring to Front	Ctrl/Cmd-Shift-]
Send Backward.....	Ctrl/Cmd-[
Send to Back.....	Ctrl/Cmd-Shift-[
Group Layers.....	Ctrl/Cmd-G
Ungroup Layers.....	Ctrl/Cmd-Shift-Shift-G
Merge Layers.....	Ctrl/Cmd-Shift-E

Image

Levels	Ctrl/Cmd-L
Curves.....	Ctrl/Cmd-M
Colour Balance	Ctrl/Cmd-B
Hue/Saturation.....	Ctrl/Cmd-U

Select

Select all.....	Ctrl/Cmd-A
Deselect	Ctrl/Cmd-D
Select Inverse	Ctrl/Cmd-Shift-I
Select All Layers	Ctrl/Cmd-Alt/Opt-Shift-A