

## 1

### Go Faster

7

Zooming in and out	8
Content-Aware crop	9
Perspective crop	10
Reset Preference Settings	12
Controlling brushes	14
Pixel Grid	16
Recent Files panel	17
Notes	18
New Guide – precision placement	19
New Guide Layout – precision grids	20
Artboard documents	22
Create and manage Artboards	24
Custom keyboard shortcuts	28
Auto-Select	31

## 2

### Selections

33

Selections – adding and subtracting	34
Fill with Foreground/Background color	37
Save and load selections	38
Inverse selection	42
Feathering selections	43
Feathering using mask properties	44
Paths to selections	47
Replace Color command	48
Recolor with Brush and Blend mode	50

# 3

## Layers and Masks

51

Isolate layers	52
Layer shortcuts	54
Filter layers	58
Select and mask – Levels adjustment layer	60
Mask and montage	64
Toucan tutorial – Layer Masks	68
Vector masks	70

# 4

## Layer Blend Modes

73

Layer Blend modes	74
Whiten eyes	76
Whiten teeth	78
Enhance skies	80
Recolor eyes	84
Experiment (quickly) with Blend modes	88

# 5

## Type

89

Type Size shortcuts	90
Scale type visually	91
Tracking and Kerning	92
Baseline Shift	93
Leading	94
Paragraph Styles	96
Character Styles	100
Get your Glyphs out	102
Wood and stone carving	104
Neon type	107
Type on circles logo	110

## 6

### Transform, Reflect, Shadow and Light

113

Perspective transformations	114
Create a reflection	118
Reflect, transform, blend and mask	120
Transform Again and Copy	123
Beams of light	126
Casting shadows	128
The Create Layer command	130
Generating scripted patterns	134

## 7

### Path Power

137

Paths and shape layers	138
Drawing smooth curves	140
Drawing straight line segments	143
Selecting paths and points	144
Mixed straight and curve segments	146
Smooth points to corner points	148
The Convert Point tool	150
Load All Shapes	154

## 8

### Cloud Power

155

Creative Cloud (CC) Libraries	156
Working with graphics in Libraries	160
New Library from Document	162
Collaborating with Libraries	164
Sharing links to Libraries	166
Typekit	167
Managing Typekit fonts	169
Behance it	170

# 9

## Actions and Output

171

Action stations	172
Polaroid effect	174
Adding commands to an action	177
Playing and controlling actions	178
Insert a Stop	180
Quick Export As	182
Export As	186

## Index

189

# 1

# Go Faster

*This chapter introduces a set of tips and tricks that you really should be using to work quickly, effectively, and with control and precision, to produce beautiful, crafted, inspiring, Photoshop images and compositions.*

- 8** Zooming in and out
- 9** Content-Aware crop
- 10** Perspective crop
- 12** Reset Preference Settings
- 14** Controlling brushes
- 16** Pixel Grid
- 17** Recent Files panel
- 18** Notes
- 19** New Guide – precision placement
- 20** New Guide Layout – precision grids
- 22** Artboard documents
- 24** Create and manage Artboards
- 28** Custom keyboard shortcuts
- 31** Auto-Select



Don't use this keyboard shortcut if you have the Text Insertion Point

flashing in text as there is a danger, when using the Spacebar as part of the shortcut, that you will accidentally introduce unwanted spaces in the text.



Another good reason for learning this shortcut is that you can use the

same technique in Adobe InDesign and Illustrator.



If you are working on a Mac, make sure you hold down Spacebar

slightly before the cmd key. If you hold down cmd first, the Spotlight Search entry field appears; although the zoom technique still works:

# Zooming in and out

Work for a day in Photoshop and you'll find yourself zooming in and out on your images constantly. As with all design tasks, to become faster and to be efficient you should look to identify those tasks that you perform on a regular basis and find the quickest, most efficient and effective way to perform them. Zooming in and out provides one of these opportunities.

Instead of moving your cursor to the Zoom tool, clicking on it to select it, then moving your cursor back into the image to perform the zoom in/zoom out, and then going back to the Tool panel to either re-select the tool you were previously working with or select a different tool – try using the keyboard/mouse shortcut below.

1

Working with any tool other than the Zoom tool, hold down cmd/ctrl and the Spacebar to temporarily access the Zoom tool.

2

Drag diagonally down and to the right to zoom in, or diagonally up and to the left to zoom out.

3

When you release the cmd/ctrl keys and Spacebar you can continue working with the tool that you were previously working with.



🔍 Spotlight Search

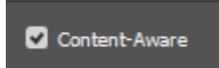
# Content-Aware crop

Content-Aware crop is useful when you want to retain as much image detail along the corner edges of an image when you need to rotate and straighten it and/or expand the Photoshop canvas area beyond its initial size. The Content-Aware technology fills areas that would otherwise be lost, to create a seamless result based on existing pixel data in the image.

1 As an optional first step, choose View > Rulers, to show the rulers along the top and left edges of the image window. Position your cursor in the top ruler, then drag in a ruler guide to act as an additional visual reference if required.

2 Select the Crop tool and create the crop. Position your cursor slightly outside the crop bounding box. The Rotate cursor appears (  ). Drag in a circular direction to rotate the crop bounding box. Without the Content-Aware crop checkbox selected, Photoshop automatically resizes the image to accommodate the rotated pixels. Pixels outside the crop bounding box are lost if you accept the crop.

3 When you select the Content-Aware checkbox in the Options bar, the crop rectangle expands to the size of the entire image. Areas of the image along the corners are filled with image detail generated by Photoshop's Content-Aware technology.



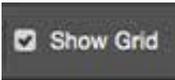
# Perspective crop



Here's a quick fix for converging verticals – the keystone effect you can get with some images, often most noticeable in images consisting of architectural detail and especially tall buildings.



- 1 Open the image. Make sure your rulers are showing. Choose View > Rulers to show rulers along the top and left edge of the image window if necessary. Position your cursor in the ruler on the left, then drag in one or more vertical ruler guides so that you can evaluate the image and gauge the degree of convergence that you need to eliminate.



- 2 Select the Perspective Crop tool from the Crop Tool group. Make sure Show Grid is selected in the Options bar. Proceed to define a perspective crop grid – in this case to straighten the verticals and get rid of the keystone effect currently visible on the building's facade.



- 3 In this example, click in the top-left corner of the facade inside the top corner of the leftmost column. This sets the first corner of the perspective grid correction.



- 4 Reposition the mouse (do not press and drag the mouse button) – just move it downward to define what should be a vertical. In this example, down towards the bottom-left of the corner image at the base of the pillar.

- 5 Click to set the first vertical. Again reposition the mouse – do not press and drag the mouse button – to define the bottom edge. Notice, as you do so, that the perspective grid starts to form.

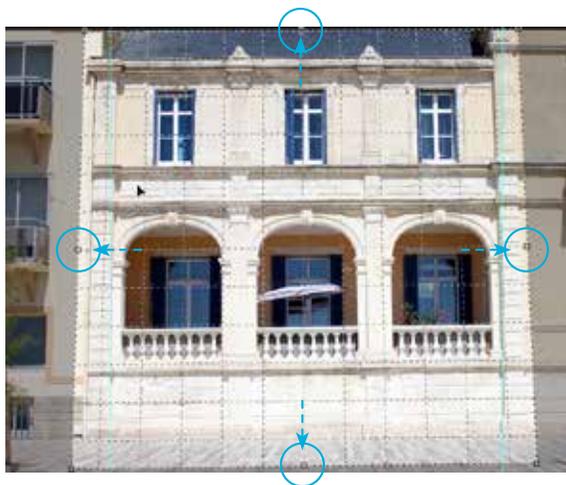
...cont'd

6 Click to set the third corner of the perspective grid (using the vertical ruler guide as an aid to positioning the click).

7 Again move the cursor to create the final anchor point for the perspective grid. Click. The perspective grid now displays bounding box handles that you can adjust to finalize the perspective crop.

8 Use the center bounding box handles (top, bottom, left and right) to expand or contract the overall size of the perspective grid crop area. Avoid using the corner handles unless absolutely necessary, as you may introduce distortion into the resultant crop.

9 Click the Commit button when you are ready. Reposition the original ruler guides as required to check the accuracy of the correction to the verticals in the image.



# Reset Preference Settings

Macs and PCs, Mac and Windows operating systems, and applications like Adobe Photoshop, have come a long way over the last 25 years or so. All aspects of the personal computer technological revolution are now far more reliable than they were in the early days of the desktop computer revolution. But, even so, “things” on a computer can get a bit muddled and mixed up, and start to go awry for any number of reasons. If you experience erratic behavior in Photoshop – on those rare occasions, and they are rare – one of the first troubleshooting steps you can take is to reset the Preferences Settings file. Resetting the Preferences Settings file is sometimes all you need to get Photoshop running smoothly again.



If you get persistent technical problems using Photoshop, the

cause is probably not Photoshop itself, but some other underlying operating system issue for which you might need to seek professional help to solve.

Photoshop loads the Preferences Settings file every time you launch the application. Resetting the Preferences Settings often simply clears some minor corruption to the Preferences file that is causing the slightly erratic behavior. Resetting removes the old file and re-creates a fresh, new file.

**1** To reset Photoshop Preferences, click the Photoshop icon either in the Taskbar/Start menu (Win) or the Dock/Applications folder (Mac). Immediately after you do this, hold down ctrl/cmd + Alt/option + Shift keys. Be prepared to hold down the keys as soon as you’ve clicked to launch the application – it’s easy to just miss the opportunity (in which case you’ll need to quit Photoshop, then try again).

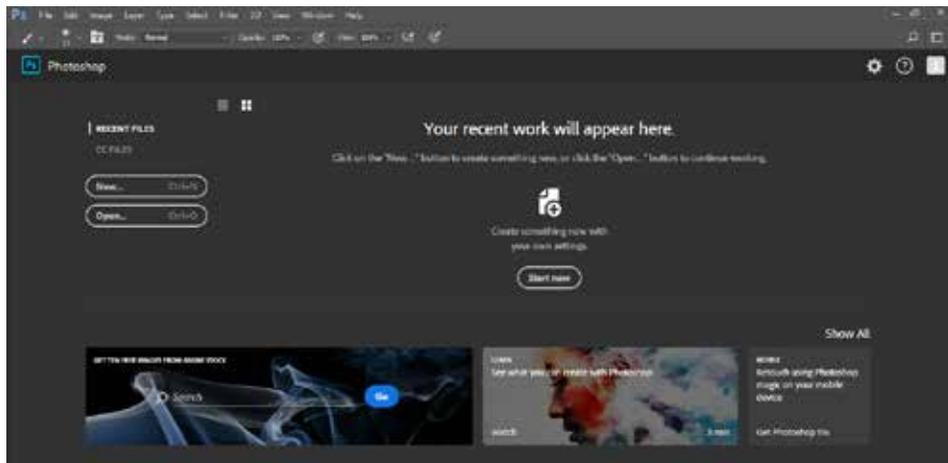
**2** Keep the three keys held down. After a few seconds the Delete Settings File warning appears. Click OK to reset the Photoshop Preferences Settings file.



**3** Photoshop continues to launch, and recreates a new Preferences file using default settings. Notice, among other things, that the Start screen no longer displays your

...cont'd

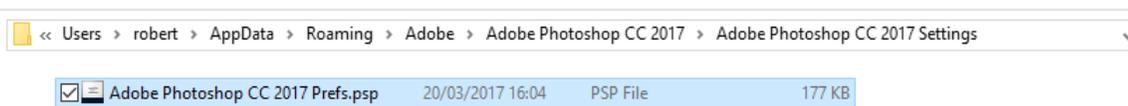
most recent documents, and that all custom tool settings have been returned to their original default settings. On the other hand, for example, custom colors in the Swatches panel are not lost as these are not saved as part of the Photoshop Settings file.



## Manually removing the Photoshop Settings file

- 1 Make sure that Photoshop is not running. From your Mac or Windows Desktop, navigate to the Adobe Photoshop Settings file (Prefs.psp).

Windows location:



Mac location:

Where: Macintosh HD > Users > robshuffmbp > Library > Preferences > Adobe Photoshop CC 2017 Settings

- 2 Move this to a different location. It's worth moving it rather than deleting it, so that you have a copy of the Settings file that might be helpful if further detailed troubleshooting is required.

Adobe Photoshop CC 2017 Prefs.psp

- 3 Launch Photoshop. On launch, Photoshop generates a fresh default Settings file – at the same location as the Settings file you just removed.

# Controlling brushes

Brushes figure prominently whatever kind of work you do in Photoshop – not just when you apply color, but also when making and refining selections and masks, and removing unwanted detail, as well as dodging and burning areas of detail. Master these shortcuts to master your brushes.

## Brush size

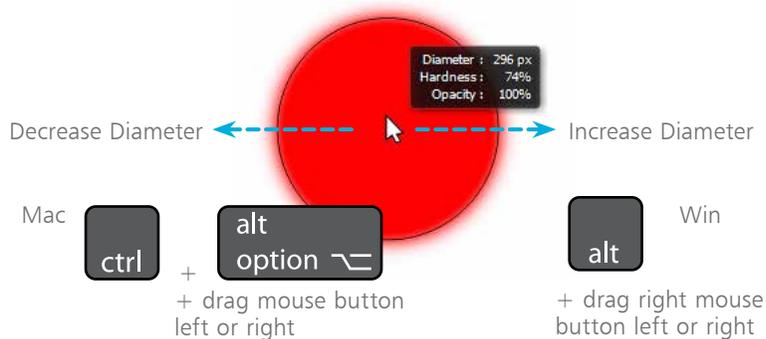
- 1 To increase/decrease the size of your brush in increments without having to first access one of the Brush panels, simply press the square bracket keys on your keyboard:



There are some instances where the precise position of the brush or editing

tool is more important than the size of the brush. Press the Caps Lock key to convert the cursor to a precise, crosshair cursor. Remember to press Caps Lock again when you no longer need the crosshair cursor.

- 2 Use the following keyboard and mouse combination to increase/decrease the brush size interactively. This gives you quick visual control over the size of your brush, and it is well worth practicing a few times so that you fully master the technique. Hold down the Alt key (Win), ctrl + Alt/option (Mac). Press and drag left or right using the mouse button:



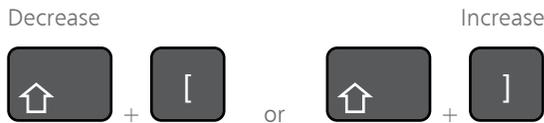
## Hardness/softness

Soft edge brushes fade along the edges, creating a semi-transparent effect. Hard edge brushes produce a more clearly defined, opaque edge.

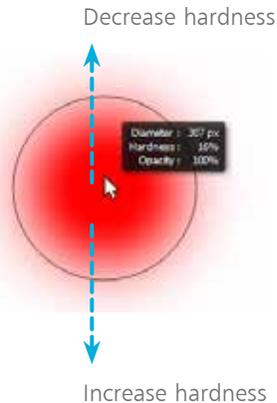


...cont'd

- 1 To increase/decrease the hardness of a brush using the keyboard, use the following keyboard shortcut:



- 2 You can also use an on-screen mouse/keyboard combination. Hold down the Alt key (Win), ctrl + Alt/option (Mac). Press and drag up or down using the mouse button:



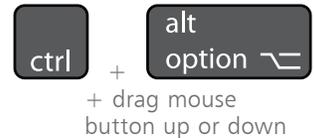
These techniques also apply to editing tools such as the Blur, Sharpen and Smudge tools, the Dodge, Burn and Sponge group, and the Eraser tool.

## Opacity

Opacity controls how transparent or see-through the color is as you apply it. Use the number keys along the top of the keyboard, not on the Numeric keypad, to change Opacity levels. Values of less than 100% will allow image content on layers below to show through the paint.

- 1 To change the Opacity, with the Brush tool selected, type 1 to change opacity to 10%, 2 to change to 20%, 0 to change to 100%. Type 47, for example, to change opacity to 47%.

Mac



Win



## Angle and roundness



To quickly change settings for the angle and roundness of the brush, right-click (Win)/ctrl + click (Mac) to access the on-screen Brush Presets picker panel. Drag the dots on the brush shape thumbnail, in the top-left corner, to change the roundness. Drag the arrow tip in a circular direction to change the angle of the brush.



# Pixel Grid

The “Pixel Grid” is a non-printing 1-pixel overlay. This can be really useful if you are working with web graphics where being pixel-perfect is essential, or in other situations where precision is important. Equally, there can be times when the Pixel Grid is visually intrusive and distracting. You need to be able to switch it on and off as circumstances demand.

When the option is switched on, the Pixel Grid appears automatically when magnification goes above 500%, and disappears when magnification goes below that value.

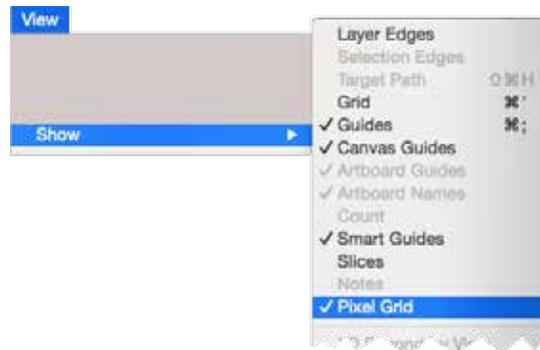
The following example shows how useful the Pixel Grid can be for cropping an image with absolute precision.



If you do a lot of work with web graphics it can be useful to set up a custom keyboard shortcut to switch the Pixel Grid on and off quickly. See pages 28-30 for instructions on how to set up your own keyboard shortcuts.

1

To switch the Pixel Grid off/on, choose View > Show > Pixel Grid. A checkmark next to the option indicates that the option is on; the option is off if there is no checkmark.



You can use the keyboard shortcut ctrl/cmd + H to Hide/Show “Extras”. Extras are the commands available in the View > Show sub-menu. Pixel Grid is one of these commands, so you can use this keyboard shortcut to hide and show the Pixel Grid. The downside is that this is a global shortcut and hides other elements such as Ruler Guides and Smart Guides that you might want to keep active.

Pixel Grid Off



Pixel Grid On



# Recent Files panel

It's amazing how Photoshop projects get complex quickly. And many Photoshop users work on more than one project at a time. When you are working with projects involving large numbers of images and complex series' of graphics, it's surprising how much time you can waste just finding the exact image you want to open.

Seeing thumbnails is probably one of the most effective ways to identify the exact image you want to work with, especially when there are a number of very similar variations of the same file.

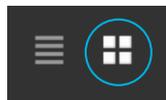
The Photoshop Start workspace gives you the option of viewing thumbnails, but if you choose File > Open Recent, when you are already working in Photoshop, you get a list of filenames that are not necessarily helpful when it comes to selecting exactly the right file. How many times have you opened up an image only to mutter a silent curse under your breath – “No, not that one!” Unfortunately, the Open Recent list doesn't give you the option of seeing thumbnails – which can often make for a much quicker visual recognition, identification and selection.

If you want to identify, recognize and select accurately the first time, use the Recent Files panel.

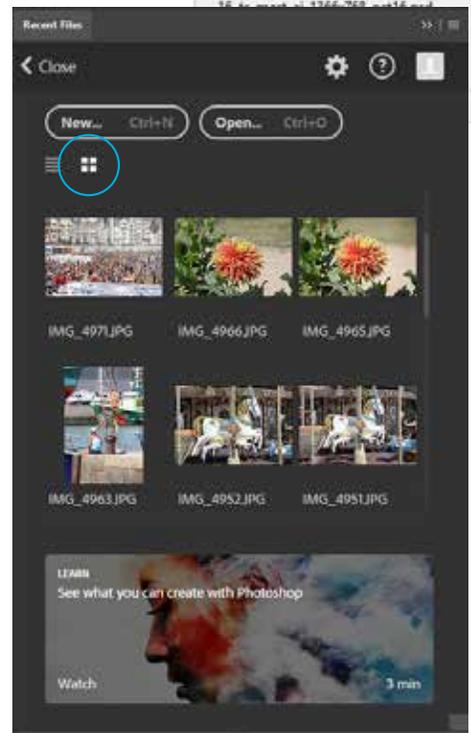
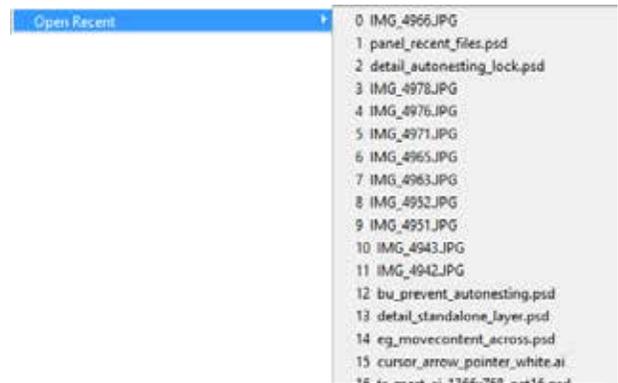
**1** To show the Recent Files panel so that you can identify and open files visually, choose Window > Extensions > Recent Files.

**2** Make sure that the Thumbnails View button is selected.

**3** Scroll through the Recent Files thumbnails. Click once on a thumbnail to open the file.

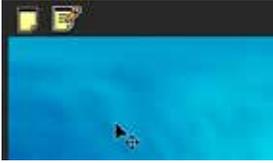


The Recent Files command does not have a default keyboard shortcut. It's well worth setting one up. (See pages 28-30 for further information.)





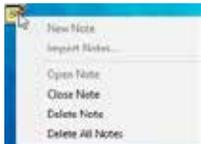
You can position your cursor on a Note icon, then drag it to a new position. You can also position the note outside the canvas area if required.



You can have multiple notes in a document. Click the Previous/Next arrows (◀ ▶) in the Notes panel to cycle through the notes. Alternatively, you can click on any Note icon, using any tool, to select that specific note.



You can also right-click (Windows)/ctrl + click (Mac) an active Note icon to access the context menu. Click Delete Note or Delete All Notes as required:



# Notes

Some people have 20/20 vision; some have 100% recall. If you're one of those, you probably don't need this tip – skip it and move on. If you are more ordinary and lead a busy life, the Notes panel could save you considerable amounts of scarce production or creative time, and a lot of potential frustration. The idea is simple – the Notes panel can provide an effective, easily managed aide-memoire to some of the complex settings that you might use only occasionally.

You can also use it for handover purposes. If another team member needs to work on the file and follow certain guidelines or instructions, rather than sending a separate email that might get lost or deleted by the time it's needed, use the Notes panel to embed any crucial image-related information in the file – that way, instructions, warnings and guidelines travel with the file and should never get lost.

1

To create a note, select the Note tool – found in the Eyedropper tool group.



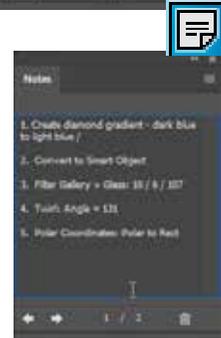
2

Position your cursor on the image. Click to show the Notes panel where you can write your note. An active Note icon appears where you click. Enter the text for the note in the Notes entry box.



3

Click on the Note icon to make the note active and display the content of the note in the Notes panel. The pencil on the Note icon indicates that the note is active. Click on an active note to deactivate it and hide the content of the note in the Notes panel. The Note icon no longer displays the pencil.



4

To delete the active note from the Notes panel, click the Trash button (🗑️) at the bottom of the panel.

# New Guide – precision placement

The requirement to be pixel-perfect is a significant factor in web and app design. And another significant factor for web/app designers (and for any other designer for that matter) is the need for speed, as development and turnaround times become relentlessly shorter and shorter.

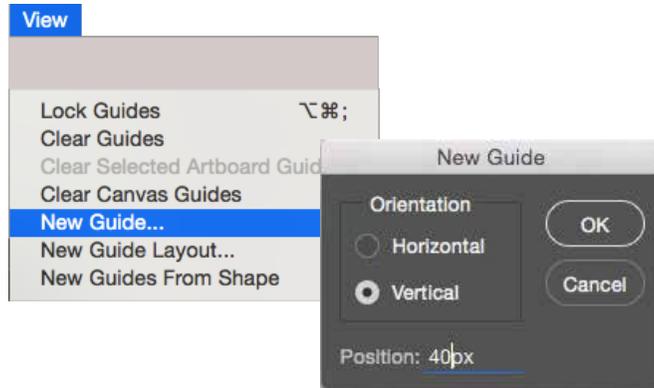
If you are attempting to position a ruler guide manually, at an exact pixel location in your image – you’ve moved the mouse more than once, and you’re now thinking about zooming in to be more accurate – you’ve already wasted time. Use the New Guide command instead:



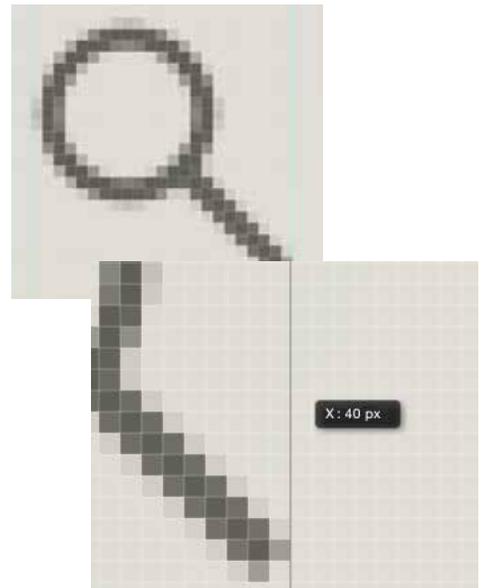
Quicker still! The New Guide command doesn't have a default

keyboard shortcut. Create your own custom shortcut and save even more time. (See pages 28-30.)

- 1 You know exactly where you want to position the ruler guide. Choose View > New Guide.
- 2 In the New Guide dialog box, select either Vertical or Horizontal, then enter the exact pixel measurement in the Position entry field.



- 3 Press the Return/Enter key to create the guide, or click the OK button.



# New Guide Layout – precision grids



This document is set up as a new Artboard document, with the intention of

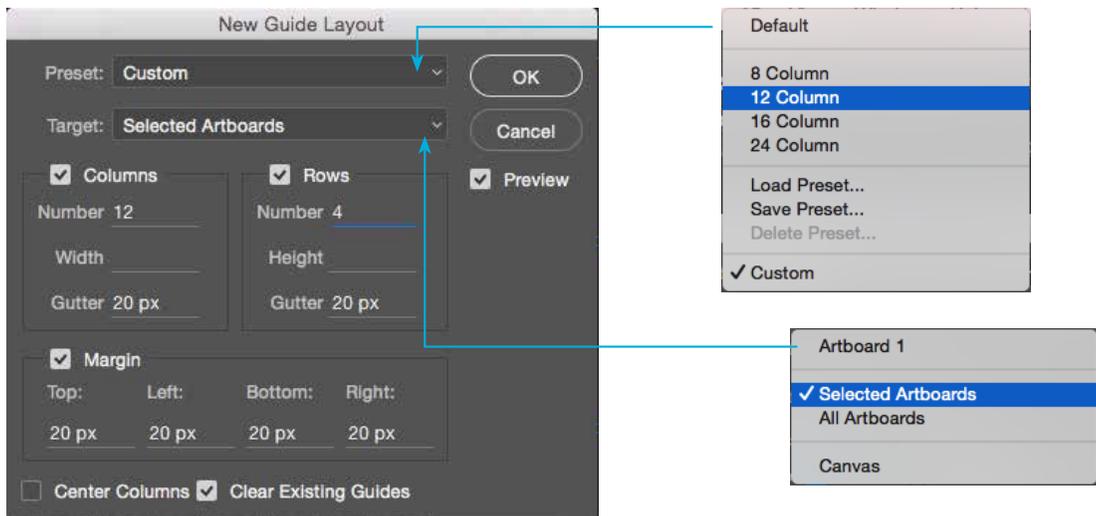
creating a series of Artboards based on the same layout grid. But, you can also use the New Guide Layout command in a standard Photoshop canvas.

Grids have always been important in design and layout for print, but there have also been abundant opportunities in print to break away from the grid to create interesting visual variation.

On the other hand, from the earliest days, the web has been a more constrained, modular, grid-like design environment – initially with the popularity of frames, then replaced with table layouts and, more recently, “divs”. If anything, unlike print, the grid-like structure of web pages has become even more pronounced by the requirements of creating mobile-friendly websites and apps.

If you need to create a strong, clearly defined design grid, the New Guide Layout command can save you a lot of time and effort.

- 1 Chose View > New Guide Layout to show the New Guide Layout dialog box.
- 2 Use the Preset pop-up to select from the existing presets, or to save and load your own column presets.

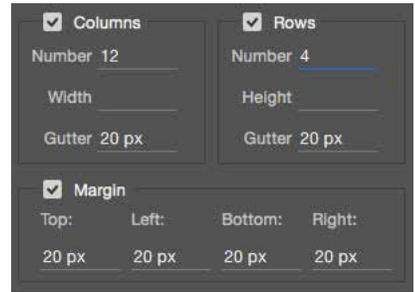


- 3 If you are working in an Artboards document, use the Target pop-up to create a guide layout for a specific Artboard, or you can apply the same grid to all Artboards.

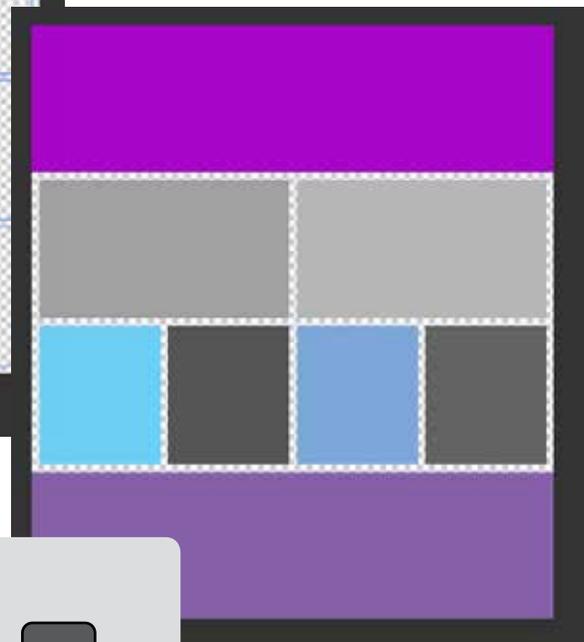
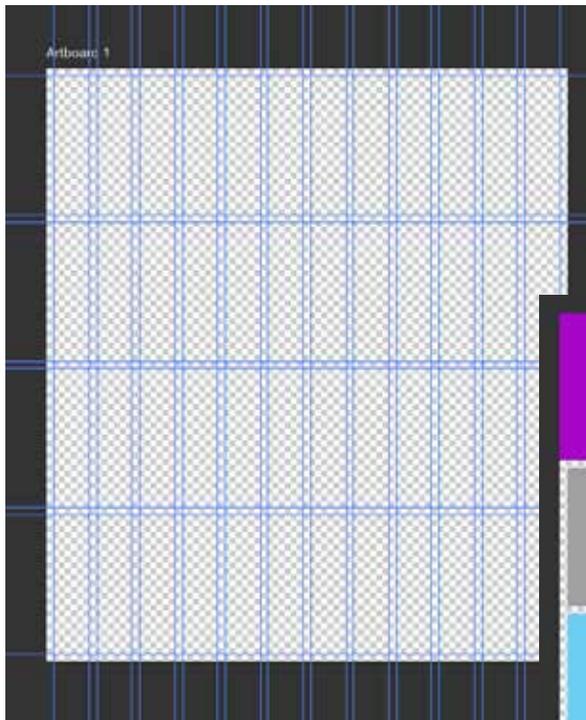
...cont'd

## Creating a custom grid

- 1 Click the Columns checkbox, then create settings for the number of columns you require and the gutter – the space between columns.
- 2 Create settings for the number of rows you require and the gutter – the space between the rows.
- 3 Create settings for margins if required.



You don't have to create settings for every entry field. For example, you might just create settings for margins to help define the safe text area for a design.



### Lock/unlock guides

ctrl  
cmd ⌘

+

alt  
option ⌥

+

;



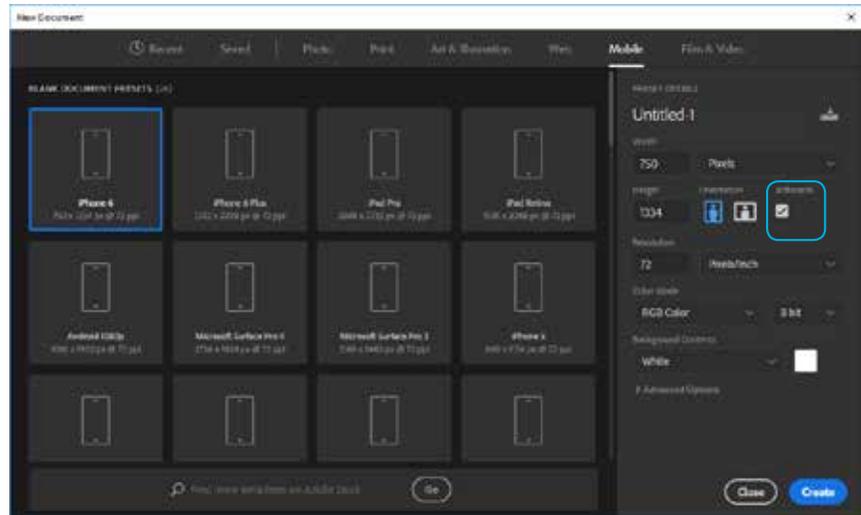
In the New Document dialog box, for Photo, Print, Art & Illustration, and Film & Video document type categories, the Artboards checkbox is not selected by default, but you can switch it on if required.



# Artboard documents

Artboard documents are a specific type of Photoshop file that enable you to create, manage and refine multiple design variations on individual Artboards, side-by-side within the same Photoshop file. This can be really useful for web and mobile app designers creating mock-up designs that need to be optimized for different devices and screen sizes. They are equally useful for creating multiple versions of a design for an advert or social media post that share primary design elements, but need minor design variations to be targeted for different social media platforms. In essence, each design variation is set up as a separate Artboard in the same Photoshop document, meaning that you do not have to manage multiple, separate Photoshop files.

- 1 To set up a new Artboard document, choose File > New. From the document type categories, click either Web or Mobile. Notice that for these document types, the Artboards checkbox selects by default.



You can convert an existing Photoshop document into an Artboard document. Select one or more layer groups or layers in the document, then right-click (Win)/ctrl + click (Mac) the selection. Choose Artboard From Layers or Artboard From Group.

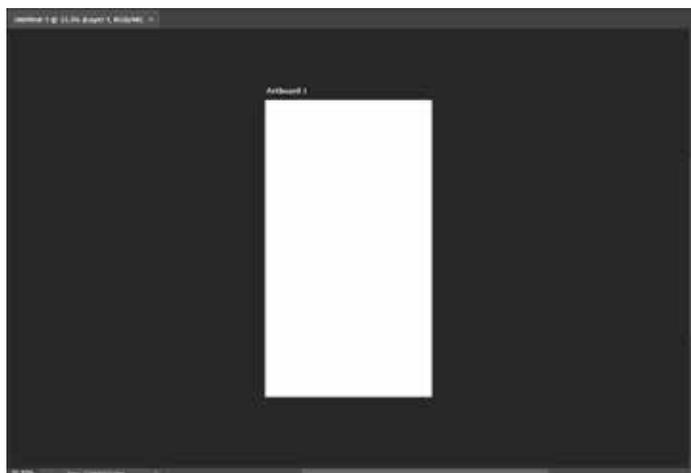
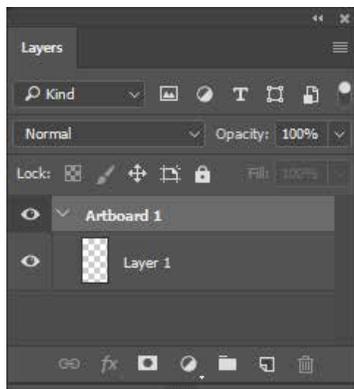
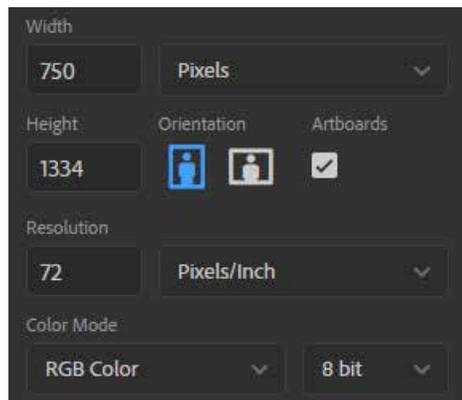
- 2 Click on one of the Blank Document Presets to select from a preset list of common device sizes. Artboard sizes are set in pixels. Then, click the Create

...cont'd

button. Alternatively, you can enter your own custom settings for Width, Height, Orientation, Resolution etc. in the Settings area. Click the Create button when you are satisfied with your settings.

3

Notice in the Layers panel, there is a single “Artboard 1” entry which contains a default layer – “Layer 1”. Also, there is no default “Background” layer in an Artboard document.



## The Artboard tool

The Artboard tool is grouped with the Move tool. Use the Artboard tool to select, move and resize Artboards.

If you have the Move tool selected, you can click on the edge of an Artboard to select the Artboard tool. The Artboard tool also becomes selected if you drag one of the corners of the Artboard boundary.

When an Artboard is selected with the Artboard tool, Add New Artboard buttons appear along the edges of the Artboard.



An Artboard document, with extensive canvas area that can contain multiple Artboards of varying sizes.



When you create additional Artboards, they do not contain a default “Layer 1”.

# Create and manage Artboards



Think of an Artboard as a collection of layers that form a distinct page

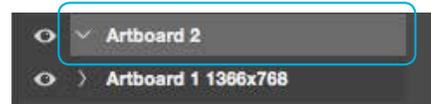
or screen design. Moving between Artboards is similar to moving from page to page in an InDesign document. Artboards can be of the same, or mixed, dimensions.

1

To create a new Artboard, select the Artboard tool. Make sure the Artboard is selected. Click the Add New Artboard button (  ) on the side of the active Artboard where you want to position the new Artboard. Hold down Alt/option, then click the Add New Artboard button to duplicate the Artboard and all its content layers.

2

A new Artboard with the same dimensions as the current Artboard appears. A new entry for the Artboard appears in the Layers panel.

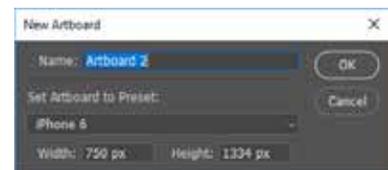


You can also select the Duplicate Artboard command from

the Layers panel menu (  ), or the Layer menu, to create a duplicate of the selected Artboard.

3

You can also create a new Artboard by choosing Layer > New > Artboard. Specify Width and Height settings in the New Artboard dialog box. It's a good idea to give the new Artboard a descriptive name to make it easier to identify.



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4

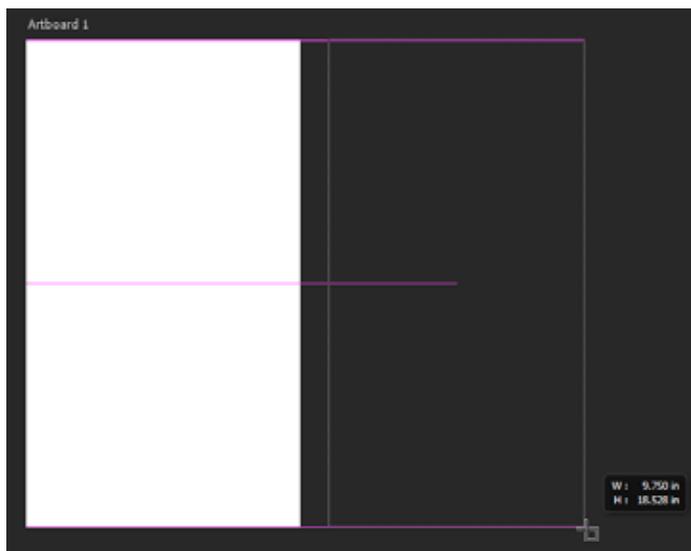
Alternatively, you can create a new Artboard to the same



dimensions as the active Artboard by clicking the Add New Artboard button in the Options bar. Then, click in the canvas area to create the Artboard. You may need to reposition the Artboard if you want it to align exactly with other Artboards (see the following pages for information on using X and Y co-ordinates).

5

To create a new Artboard manually, select the Artboard tool. Position your cursor (  ) on the canvas. Press and drag the mouse to define the width and height of the new Artboard.



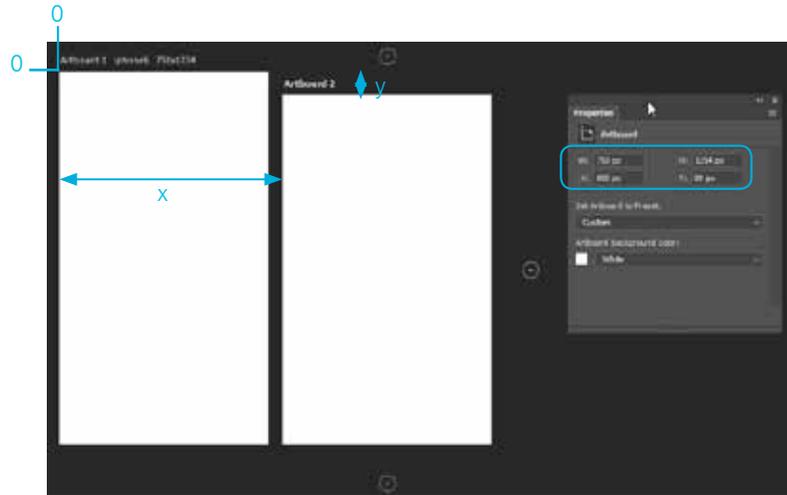
As you drag manually to define the size of an Artboard, watch for magenta-colored smart guides that help you size and align the new Artboard to existing Artboards.

### Controlling the size of an Artboard

As well as using the measurements readout panel and smart guides as you drag to define a new Artboard, you can use a combination of controls in the Options bar and the Properties panel to specify the exact size and position of Artboards.

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- 1 Select an Artboard using the Artboard tool. Click the Properties icon in the Panel Dock, or choose Window > Properties to show the Properties panel if it is not showing.
- 2 Enter values in the “W” and “H” fields to specify the width and height for the Artboard. Enter values in the “X” and “Y” fields to specify the position of the Artboard relative to the zero point.
- 3 Use the Set Artboard to Preset pop-up in the Properties panel to select from a range of standard preset sizes.



- 4 You can also use the Size pop-up and/or the Width and Height fields in the Options bar.



Common preset screen sizes are available in the Size pop-up.

## Renaming Artboards

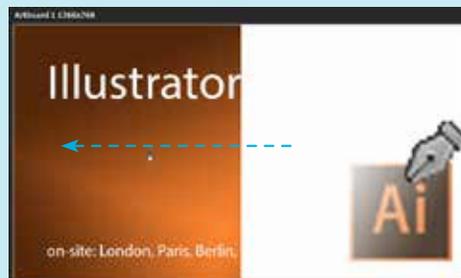
When working with several Artboards it is a good idea to give them distinctive names to make them easy to identify.

- 1 To rename an Artboard, double-click on the Artboard label in the Layers panel. The existing label highlights.

## Understanding auto-nesting of Artboard layers

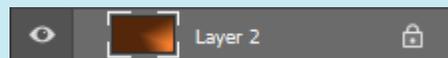
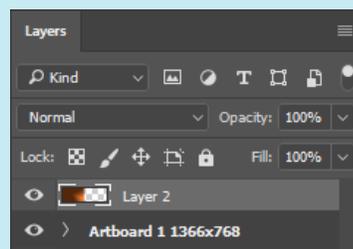
An Artboard acts as a clipping group: if you reposition the content of a layer so that it moves across the Artboard boundary (in this screenshot it's the radial gradient in the background), the content starts to disappear, as the edge of the Artboard defines what is visible/invisible.

The content is not lost; it still exists, and reappears if you drag it back inside the Artboard boundary.



If you drag layer content completely off the Artboard so that it sits outside the Artboard boundary, Photoshop converts this content to an independent, stand-alone layer which appears at the top of the Layers panel.

To move an independent layer back into an Artboard, simply drag it onto the Artboard entry in the Layers panel, or drag it to a precise location in the layer stack of the Artboard as necessary.



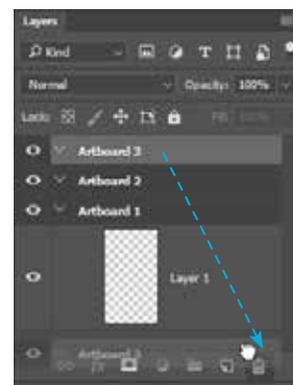
To prevent auto-nesting of content into and out of Artboards – layers moving out of an Artboard and converting to independent layers – you can click the Prevent auto-nesting (🔒) button for the selected layer or Artboard. A Lock icon appears. Click again to release the lock. Note, this does not prevent you from moving content outside the Artboard boundary, but it does prevent Photoshop from creating an independent layer.



- 2 Enter a custom name, then press the Return/Enter key to accept it.

## Deleting Artboards

- 1 To delete an Artboard and all of the content on the layers it contains, drag the Artboard onto the Trash at the bottom of the Layers panel.



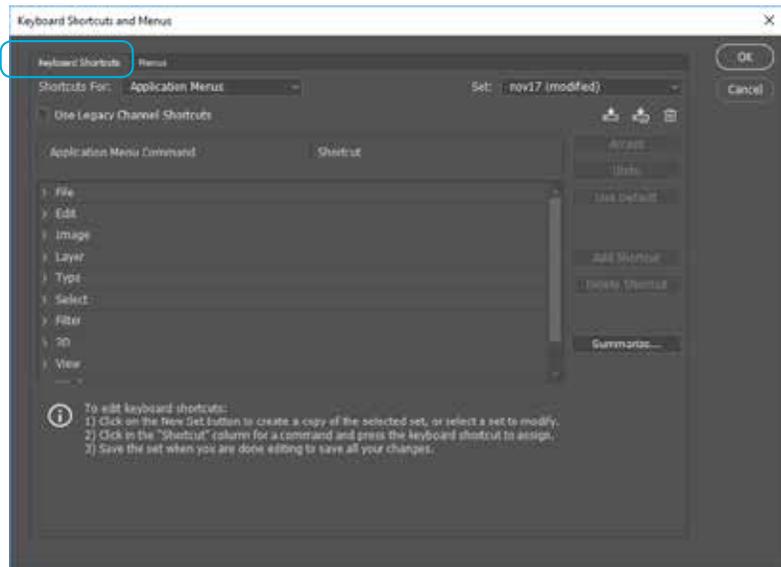
# Custom keyboard shortcuts

It goes without saying, to be a fast, efficient, accurate and effective user of Photoshop (probably any software), you need to have a wide range of keyboard shortcuts dancing off your fingertips.

But, it gets frustrating when you frequently use a command for which there is no default shortcut. There are many powerful and useful commands introduced in this book that don't have a default shortcut, which is why it is important to be able to set up your own custom shortcuts.

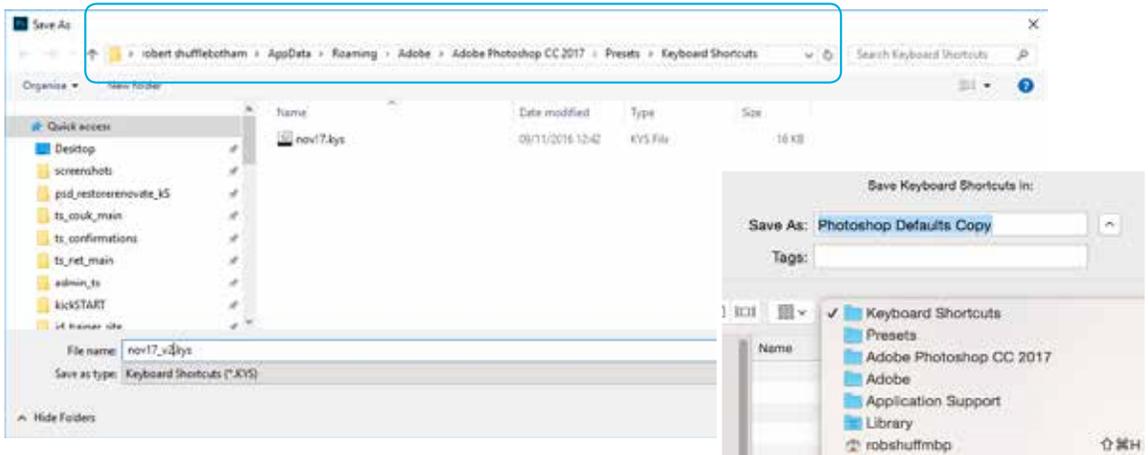
This sequence shows you how to set up a keyboard shortcut for the Recent Files panel covered earlier in this chapter.

- 1 Choose Edit > Keyboard Shortcuts to show the Keyboard Shortcuts and Menus dialog box. Make sure the Keyboard Shortcuts tab is selected.



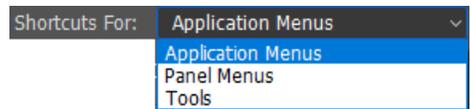
- 2 To set up your own custom shortcuts you first need to create a new keyboard shortcut set. Click the New Set button (  ). Use the Save As dialog box to save the new keyboard shortcut file. Unless you have a good reason for doing otherwise, it's best to use the same location

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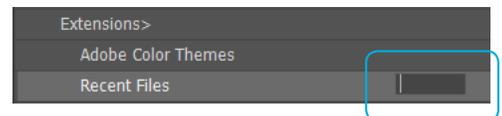


that Photoshop automatically opens: [user] \ AppData \ Roaming \ Adobe \ Adobe Photoshop CC2017 \ Presets \ Keyboard Shortcuts \ (Windows), or [user] \ Library \ Application Support \ Adobe \ Adobe Photoshop CC 2017 \ Presets \ Keyboard Shortcuts (Mac). Enter a name. Make sure you retain the .kys file extension and that the Save as type pop-up remains set to Keyboard Shortcuts (\*.KYS). Click Save.

3 In this example, select Application Menus from the Shortcuts For: pop-up menu.



4 In the Application Menus list box, scroll down to Window. Click the Expand button (▾). Scroll down to Extensions>, then click Recent Files to activate the Shortcut entry box.



5 Enter the keyboard shortcut you want to use for the menu command.



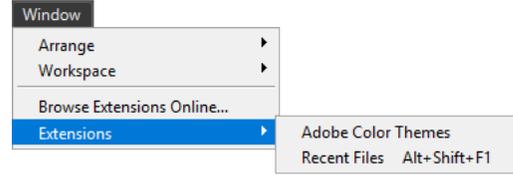
6 Click the Accept button if you are going to create more custom keyboard shortcuts.

7 Click the Save All Changes button (📁). Click OK.

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8

Check that the command now displays your custom keyboard shortcut, and that the shortcut works.



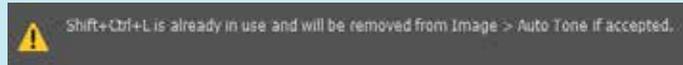
## Choosing a custom keyboard shortcut

There are a huge number of keyboard shortcuts already in use by Photoshop and/or the operating system. There are two warning messages you might get if you enter a shortcut that is already taken.

A red circle warning icon appears if you enter a keyboard shortcut that you cannot use because it is already assigned to another command and cannot be changed:



A yellow triangle warning indicates that if you accept the keyboard shortcut for the targeted command, it will no longer work for the command to which it is currently assigned:



To save you time, here is a range of shortcuts that should be available. But, treat with caution, as even minor upgrades to Photoshop sometimes introduce unexpected and undocumented changes. (Other combinations are available that are not listed.)

### Alt + Shift combinations (Win):

Alt + Shift + F1  
Alt + Shift + F2  
Alt + Shift + F3

Alt + Shift + F5, F6, F7, F8,  
F9, F10, F11, F12

### Alt/opt + ctrl/com combinations:

Win  
Alt + ctrl + F9  
Alt + ctrl + F10  
Alt + ctrl + F11  
Alt + ctrl + F12

### Mac

alt/option + cmd + .  
alt/option + cmd + '

alt/option + cmd + F  
alt/option + cmd + Q  
alt/option + cmd + P

### Alt/opt + Shift + cmd combinations:

#### Mac

alt/option + Shift + cmd + Z  
alt/option + Shift + cmd + .  
alt/option + Shift + cmd + ;  
alt/option + Shift + cmd + H  
alt/option + Shift + cmd + G  
alt/option + Shift + cmd + D

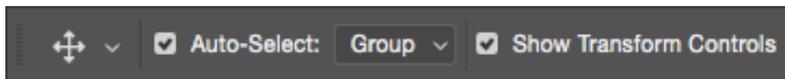
# Auto-Select

Auto-Select is now on by default: when you have the Move tool selected and you click on an object in a Photoshop file with layers, you automatically select its layer in the Layers panel. This is often convenient and useful – saving you from having to go to the Layers panel, find the layer you want to target, click on it to select it and then bring your cursor back into the artwork to work on the object/layer.

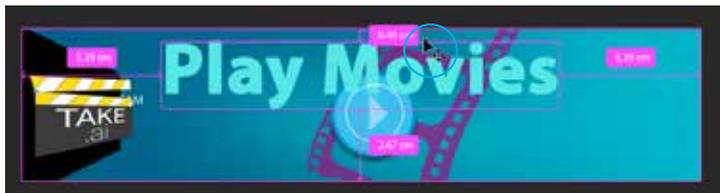
However, there are times in complex layered files that Auto-Select can be less convenient and not what you want to happen all the time – especially as your compositions become more and more complex with masks, varied layer opacity, feathering, and the like.

Use the following techniques to give yourself flexibility, control and precision as you work with layers.

- 1 Turn off the Auto-Select checkbox in the Options bar.



- 2 With the Move tool selected, hold down ctrl/cmd. As you move your cursor over the various elements on different, overlapping layers, a magenta bounding box appears around the contents of the layer and “smart” measurement guides appear, depending on where you position your



With the Move tool selected, hold ctrl/cmd and position your cursor just on the edge of the magenta bounding box to display distances to the edge of the canvas.

With the Move tool selected, hold ctrl/cmd and position your cursor over an object on a different layer to see measurements relating to the active layer and the layers your cursor is over.



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When selecting layers using the context menu, you can hold down Shift and

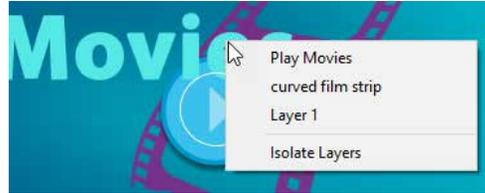
click on additional layers to select multiple layers.

3

Still with the ctrl/cmd key held down, click inside a magenta bounding box to select that layer.

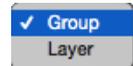
4

Another very flexible way to select a specific layer in complex artwork is to position your Move tool cursor over some of the content on the layer you want to select, then right-click (Win)/ctrl + click (Mac) to access a context menu of layers under the cursor. Click on the layer name you want to work with.



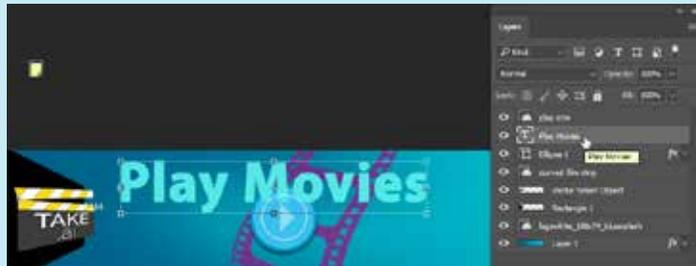
5

The Group/Layer pop-up menu in the Options bar controls whether you select only the specific layer on which you click, or the layer group – if the layer is within a layer group.



## Show Transform Controls

Working with the Move tool, if you switch on Show Transform Controls in the Options bar, when you select a layer in the Layers panel the transformation bounding box for the layer contents appears automatically. This can sometimes be very useful, and very annoying on other occasions. Consider switching the option off and using the keyboard shortcut for Free Transform as and when you need it:



ctrl  
cmd ⌘

+

T