

Photoshop Speed Clinic

For Mac users, Alt = Option key; Ctrl = Command key

Ctrl + R opens the image in the raw converter without opening Photoshop. If viewing the images full screen from Bridge, just press R.

Adobe Camera Raw Converter

Keyboard shortcuts

Double click on Zoom tool to view at 100%

Double click on Hand tool to make image fit in view

Letters for tools

- I – White balance eyedropper
- C - Crop
- E – Red-eye removal
- B – Spot removal
- A – Straighten
- K – Adjustment brush
- G – Gradient
- Z - Zoom (Main tab)

O – Highlight clip warning toggle

U – Shadows clip warning toggle

Hold Shift key to open as smart object from ACR (unless Crop tool is in use)

Hold Shift key in Bridge and double click on raw file to bypass ACR

In Photoshop:

Letters for tools

- B – Brush
- W – Wand
- M – Marquee
- L - Lasso
- C – Crop
- S – Clone Stamp
- Z – Zoom
- H – Hand – **Note: You can access the Hand tool at any time (other than when using the Text tool) by holding the Space bar. When you are done moving the object, release the Space bar.**
- V – Move - – **Note: You can access the Move tool at any time (other than when using the Hand tool) by holding the CTRL key.**
- Q – Quick mask mode toggle (appears on the tab title next to the filename)

Several tools on the toolbar have more tools hidden in the same location. To access them, hold the Shift key while pressing the letter above. For example, M, will select the Marquee tool. If it is the square marquee and you want the round marquee, press Shift + M.

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Ctrl + 0	Zoom image to fit it all in view. Useful when using Transform and the bounding box goes beyond the size of the screen.
Ctrl + 1	Zoom view to 100%
Ctrl + T	Transform
Alt + , (comma)	Select background layer. (Good to know for actions too.)
Ctrl + J	duplicate current layer
Alt + layer mask icon	Automatically fills mask with black. Useful when “painting” in only a portion of the adjustment layer’s effect
D	Change foreground and background colors to white and black
X	Swap foreground and background colors
1,2,3,4, etc.	While using a tool with an Opacity setting, selecting a single digit changes the Opacity to that percentage (times 10). 1=10%, 2=20%, etc. 0=100%
Ctrl + Alt + I	Image size dialogue
Alt + click on the Eye icon of a layer	hides all the <u>other</u> layers; do it again to reveal all other layers
Ctrl + Alt + Z	lets you go back multiple steps in the history log
Ctrl+ D	Undo all selections
Caps Lock	Toggle cross hairs for brush tools
Alt + scroll wheel	Zoom in and out

Adding or subtracting from a selection – with any selection tool, holding the Shift key will temporarily ADD to the selection while dragging your mouse. Holding the Alt key

Changing brush size – left [and right] brackets – left bracket reduces brush size, right bracket increases brush size. Or Alt + right click - Left and right changes brush size; Forward and back changes Brush Hardness

Scrubby sliders – This allows you to change the value of a slider a little easier than selecting the triangular slider itself. Click on the slider name and drag your mouse back and forth. To change it more quickly if you hold the Shift key. Changes will move more slowly if you hold the CTRL key.

Quickly resetting adjustment layer and raw sliders

On most adjustment layers with scrubby sliders, you can double click on the name of the slider to return it to 0. The same works for sliders in ACR (may need to click on the slider, not the name.)

Quick color correction

If your entire image has an incorrect color cast, duplicate the background layer. Select Filter/Blur/Average. The picture will become a solid color. Add a Curves adjustment layer. In the dialogue box, click on the middle eyedropper and click on the image. The color should shift to grey. You can then hide or delete the “Average Blur” layer but keep the Curves layer to maintain the color balance.

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Tab key – hides all the panels in case you want more room to see your image.
Pressing Tab again brings them back into view.

- Shift + Tab hides/shows all panels except the toolbox and options bar

Actions

Actions are a series of recorded tasks that you can play back on a single file or on a batch of files.

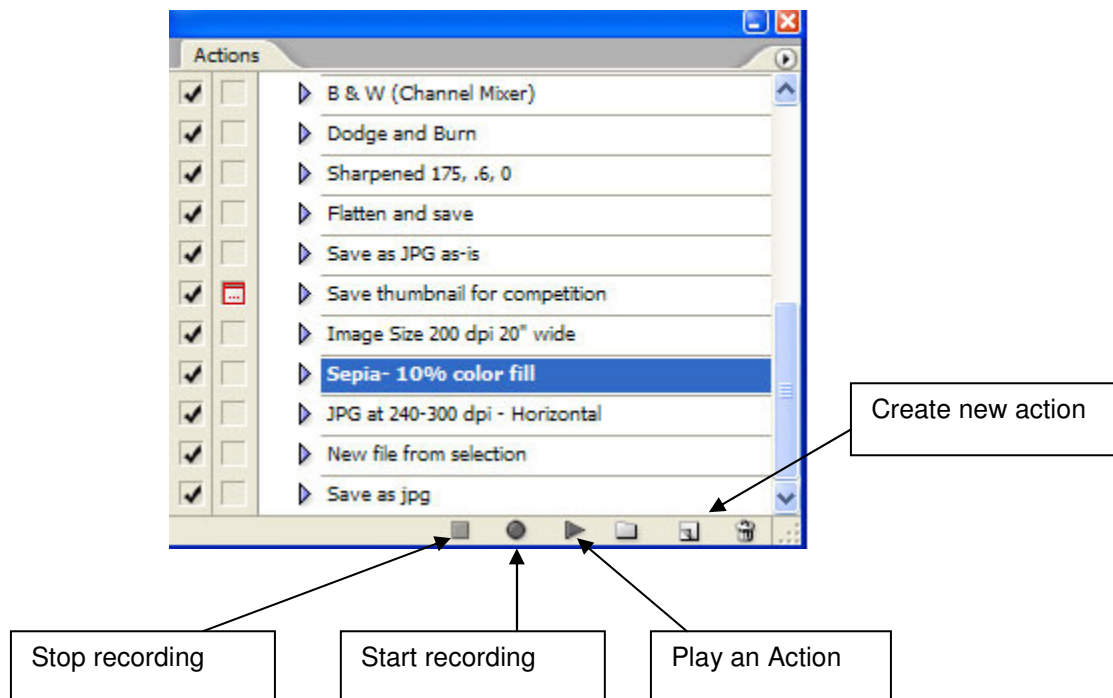
- You can record a series of tasks, assign a unique Action Name to what you recorded, then play the action when you want to execute the series of tasks you recorded.

Actions are useful for anything you do frequently such as:

- Reducing the resolution of a file for email or use on a website
- Sharpening
- Creating a Dodge and Burn layer

Creating an action:

1. Make sure the Actions palette is displayed. If not, select Window/Actions from the menu.
2. Click on the “Create New Action” icon at the bottom of the palette.
3. In the New Action dialog box, type in a descriptive name in the first field and press the Record button.
4. From now until you click on the Stop Recording icon, everything you do in Photoshop will be recorded as part of the new action. Do all the steps you want to do in your action and then click on the Stop Recording icon at the bottom of the Actions palette.



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Batching Actions

Actions can be run from Bridge. In Bridge, select Tools\Photoshop\Batch from the menu. The dialog box that appears will allow you to select the action you wish to perform. Select the destination for the edited files. If you select the “Override Action ‘Open’ Commands” checkbox, Photoshop will only open and process images if the Action includes an Open command.

The action you select may contain a Save or Save As command that uses a specific file format and format settings. In the majority of instances, if the action contains a Save instruction, I recommend you check the Override Action ‘Save As’ Commands checkbox. And if the action doesn’t contain a Save or Save As command, leave it unchecked.

Assigning keys

You can assign a key or set of keys to any function. Save yourself some time by doing this for any function you use a lot. Select Edit>Keyboard Shortcuts from the menu. Search for the menu item you use. It will show you the keystrokes assigned if there are any. If not, select the function and the cursor will be in a field waiting for you to press the keys you would like to use. If those keys are already used it will tell you what they are used for. You can choose to keep them or change to a different set of keys.

Tool Presets

If you have tool options that you often use, a preset can be made so you don’t have to set up the options every time you need them. Useful examples could be:

- Crop or Marquee in 16 x 20” or 11 x 14” ratio
- Type tool with a specific font and size

To create a tool preset, set up the options for your tools, then click on the tool presets icon (in the upper left of the options bar). Click on the Create new tool Preset icon and save the preset.

Tool presets (for the currently selected tool, or for all of the tools), can be accessed at any time from either the Options bar, or the Tool Presets palette.

When saving a brush as a tool preset, not only does Photoshop save all of the options in the Options bar (such as opacity, blend modes, etc), it will also save the foreground color if you choose to.

Use the Current Tool Only checkbox in the Tool Preset dropdown to view only those presets available for the currently selected tool

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Bridge

Space bar – with one or more photos selected, pressing the Space bar will display them full screen. The Arrow keys will let you advance through the photos. To see them at 100%, click once anywhere on the image. Click again to fit the image to the screen. **If using focus clarity for deleting files do not make decisions unless you view images at 100%.**

While viewing images full screen, pressing a number will assign that many stars to the image. 1= 1 star; 3= 3 stars, etc. 0 (zero) removes all stars

If viewing thumbnails and assigning stars to images, hold the Ctrl key and the number. Ctrl + 1= 1 star; Ctrl + 0 removes all stars.

- You can also select all of the images you want to have the same amount of stars then just press CTRL and the number once. Pressing “CTRL+1” would assign 1 star to all selected images.

Tab = toggles on/off all panels and reveals just thumbnails.