BIPC DIGITAL IMAGE STUDY GROUP
ASSIGNMENT 2001-03
SUBJECT: Shortcuts
PROBLEM: Using the mouse can be slow especially when operations are frequently repeated.
CONCEPT: Use built in shortcuts in Photoshop to make many useful operations faster.
PROCEDURE: Listed below are only a few of the available shortcuts. Refer to your manual for more. You might want to add your own choices to the list. Select the desired operation and execute the corresponding shortcut as listed below:

- *Help!!!!!!---------- F1 (function switch)*
- *Toggle precise cursors---------- Caps Lock*
- *Move from one program to another (VERY USEFUL)----- ALT+Tab*
- *Toggle all palettes including toolbox---------- Tab*
- *Toggle all palettes except toolbox---------- Shift+Tab*
- *Display a full screen image ---------- CTL+0 (number)*
- *Select all---------- CTL+a*
- *Deselect---------- CTL+d*
- *Invert selection---------- Shift+ CTL+i*
- *Toggle rulers---------- CTL+r*
- *Toggle guides---------- CTL+; (semi-colon)*
- *Toggle grid---------- CTL+" (quote)*
- *Close file---------- CTL+w*
- *Copy selection to clipboard---------- CTL+c*
- *Paste from clipboard---------- CTL+v*
- *Cut selection and copy to clipboard---------- CTL+x*
- *Undo the last operation---------- CTL+z*
- *Toggle "selection moving ants"---------- CTL+h*
- *Zoom in without changing window size---------- CTL+ + (plus)*
- *Zoom out without changing window size---------- CTL+ - (minus)*
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ASSIGNMENT: Try some of the shortcuts. Discuss at the next meeting.
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