

Photoshop



InDesign

Adobe Photoshop

Keyboard Shortcuts

**Onsite Adobe Photoshop
Training Courses**

Provided by

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| | Windows | Mac |
|-------------------------------------|----------------|---------------------------|
| Preferences General | Ctrl+K | Command+K |
| Delete Preferences when starting up | Ctrl+Alt+Shift | Command+Option+Shift+Ctrl |

| Commonly Used Tools | Win/Mac |
|--|----------------|
| Move | V |
| Marquee tools | M |
| Lasso tools | L |
| Quick Selection, Magic Wand | W |
| Crop | C |
| Eyedropper, Color Sampler | I |
| Spot Healing Brush, Healing Brush, Patch, Red Eye | J |
| Brush, Pencil | B |
| Clone Stamp | S |
| History Brush, Art History Brush | Y |
| Eraser tools | E |
| Paint Bucket, Gradient | G |
| Dodge, Burn, Sponge | O |
| Pen tools | P |
| Type tools | T |
| Path Selection, Direct Selection | A |
| Rectangle, Rounded Rectangle, Ellipse, Polygon, Line, Custom Shape | U |
| Hand | H |
| Rotate | R |
| Zoom | Z |
| Default colours | D |
| Switch Foreground and Background colors | X |
| Quick Mask Mode | Q |

| File | Windows | Mac |
|--------------------------|------------------|------------------------|
| New Document | Ctrl+N | Command +N |
| Open | Ctrl+O | Command+O |
| Browse in Bridge | Ctrl+Alt+O | Command+Option+O |
| Close Document | Ctrl+W | Command+W |
| Close All | Ctrl+Alt+Shift+W | Command+Shift+Option+W |
| Save | Ctrl+S | Command+S |
| Save as | Ctrl+Shift+S | Command+Shift+S |
| Save for Web and Devices | Ctrl+Alt+Shift+S | Command+Option+Shift+S |
| Print | Ctrl+P | Command+P |
| Exit | Ctrl+Q | Command+Q |

| Edit | Windows | Mac |
|----------------------|------------------|------------------------|
| Undo | Ctrl+Z | Command+Z |
| Redo | Ctrl+Shift+Z | Command+Shift+Z |
| Cut | Ctrl+X | Command+X |
| Copy | Ctrl+C | Command+C |
| Paste | Ctrl+V | Command+V |
| Paste Into | Ctrl+Alt+V | Command+Option+V |
| Paste in Place | Ctrl+Alt+Shift+V | Command+Shift+Option+V |
| Duplicate | Ctrl+Alt+Shift+D | Command+Shift+Option+D |
| Step & Repeat | Ctrl+Shift+U | Command+Shift+U |
| Select All | Ctrl+A | Command+A |
| Deselect All | Ctrl+Shift+A | Command+Shift+A |
| Edit in Story Editor | Ctrl+Y | Command+Y |
| Find/Change | Ctrl+F | Command+F |
| Check Spelling | Ctrl+I | Command+I |

| Type | Windows | Mac |
|---------------------------------------|----------------------|------------------------|
| Character | Ctrl+T | Command+T |
| Character Styles | Shift+F11 | Command+Shift+F11 |
| Tabs | Ctrl+Shift+T | Command+Shift+T |
| Paragraph | Ctrl+M or Ctrl+Alt+T | Command+Option+T |
| Paragraph Styles | F11 | Command+F11 |
| Auto Page Number | Ctrl+Alt+Shift+N | Command+Shift+Option+N |
| Nonbreaking Space | Ctrl+Alt+X | Command+Option+X |
| Text Wrap | Ctrl+Alt+W | Command+Option+W |
| Create Outlines | Ctrl+Shift+O | Command+Shift+O |
| Create Outlines without deleting text | Ctrl+Alt+Shift+O | Command+Shift+Option+O |
| Align Center | Ctrl+Shift+C | Command+Shift+C |
| Align Left | Ctrl+Shift+L | Command+Shift+L |
| Align Right | Ctrl+Shift+R | Command+Shift+R |
| Justify all but last line | Ctrl+Shift+J | Command+Shift+J |
| Justify all lines | Ctrl+Shift+F | Command+Shift+F |
| Align to Baseline Grid | Ctrl+Alt+Shift+G | Command+Shift+Option+G |
| Apply Bold | Ctrl+Shift+B | Command+Shift+B |
| Apply Italic | Ctrl+Shift+I | Command+Shift+I |
| Apply Normal | Ctrl+Shift+Y | Command+Shift+Y |

| Character | Windows | Mac |
|------------------|--------------------------|--------------------------|
| All Caps | Ctrl+Shift+K | Command+Shift+K |
| Small Caps | Ctrl+Shift+H | Command+Shift+H |
| Strikethrough | Ctrl+Shift+ / | Command+Shift+Control+ / |
| Subscript | Ctrl+Alt+Shift++ | Command+Shift+Option++ |
| Superscript | Ctrl+Shift++ (plus sign) | Command+Shift++ |
| Underline | Ctrl+Shift+U | Command+Shift+U |

| Object | Windows | Mac |
|-----------------|----------------|-------------------|
| Bring to Front | Ctrl+Shift+]] | Command+Shift+]] |
| Send to Back | Ctrl+Shift+[[| Command+Shift+[[|
| Bring Forward | Ctrl+]] | Command+]] |
| Send Backward | Ctrl+[[| Command+[[|
| Group | Ctrl+G | Command+G |
| Ungroup | Shift+Ctrl+G | Command+Shift+G |
| Lock Position | Ctrl+L | Command+L |
| Unlock Position | Alt+Ctrl+L | Command+Option+L |

| Object | Windows | Mac |
|--|--|---|
| Text Frame Options Fit Content to Frame Fit Frame to Content Fit Content Proportionally | Ctrl+B Alt+Ctrl+E Alt+Ctrl+C Ctrl+Alt+Shift+E | Command+B Command+Option+E Command+Option+C Command+Shift+Option+E |
| Drop Shadow Clipping Path Compound Path Make | Alt+Ctrl+M Ctrl+Alt+Shift+K Ctrl+8 | Command+Option+M Command+Shift+Option+K Command+8 |

| View | Windows | Mac |
|---|--|--|
| Zoom In Zoom Out Fit Page in Window Fit Spread in Window Actual Size 200% 400% 50% Entire Pasteboard First Spread Last Spread Fit Selection-Window Force RedrawHide/Show Rulers Hide/Show Guides Hide/Show all panels Open/Close all panels in side tabs | Ctrl+= Ctrl+Spacebar Ctrl+- (hyphen) Ctrl+Alt+Spacebar Ctrl+0 Alt+Ctrl+0 Ctrl+1 Ctrl+2 Ctrl+4 Ctrl+5 Alt+Shift+Ctrl+0 Alt+Shift+Page Up Alt+Shift+Page Down Alt+Ctrl+= Shift+F5Ctrl+R Ctrl+; Tab Alt+Ctrl+Tab | Command+= Command+Spacebar Command+- (hyphen) Command+Option+Spacebar Command+0 Command+Option+0 Command+1 Command+2 Command+4 Command+5 Shift+Command+Option+0 Shift+Option+Page Up Shift+Option+Page Down Command+Option+= Shift+F5Command+R Command+; Tab Command+Option+Tab |
| Scroll down one screen Scroll up one screen Toggle Character & Paragraph modes in Control panel | Page Down Page Up Alt+Ctrl+7 | Page Down Page Up Command+Option+7 |

| Window | Windows | Mac |
|--|---|--|
| Align Control Info Layers Links Pages Preflight Stroke Swatches Effects | Shift+F7 Alt+Ctrl+6 F8 F7 Shift+Ctrl+D F12 Ctrl+Alt+Shift+F F10 F5 Shift+F10 | Command+Shift+F7 Command+Option+6 F8 F7 Shift+Command+D Command+F12 Command+Option+Shift+F Command+F10 F5 Command+Shift+F10 |