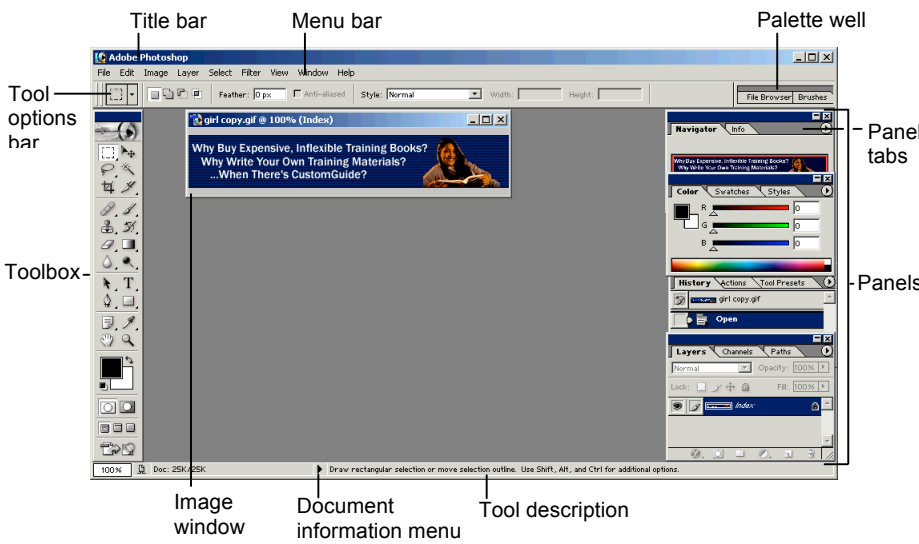


# Adobe® Photoshop 7

## Quick Reference Card

### Photoshop 7 Workspace



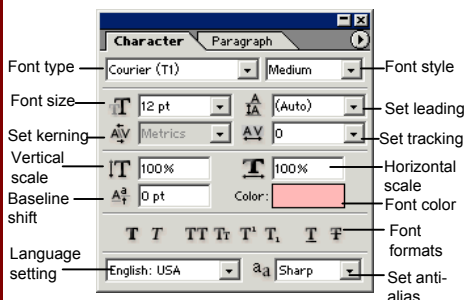
### Keyboard shortcuts

Color Settings	<Shift>+<Ctrl>+<K>	Page Setup	<Ctrl>+<Shift>+<P>
Free Transform	<Ctrl> + <R>	Preferences	<Ctrl> + <K>
Feather Selection	<Ctrl> + <Alt> + <D>	Group	<Ctrl> + <G>
Fill	<Shift> + <F5>	Extract	<Alt>+<Ctrl>+<X>
Fit on screen	<Ctrl> + <O>	Proof Colors	<Ctrl> + <Y>
Grids	<Ctrl> + <'>	Actual Pixels	<Alt>+<Ctrl>+<O>
Hide Edges	<Ctrl> + <H>	Merge Down	<Ctrl> + <E>
Hide Path	<Ctrl>+<Shift>+<H>	Merge Visible	<Shift>+<Ctrl>+<E>
Image Size	<F11>	Show Extras	<Ctrl> + <H>
Invert	<Ctrl> + <I>	Revert	<F12>
Levels	<Ctrl> + <L>	Show/Hide Rulers	<Ctrl> + <R>
New Layer	<Ctrl>+<Shift>+<N>	Snap to	<Ctrl> + < ;>

### Palettes

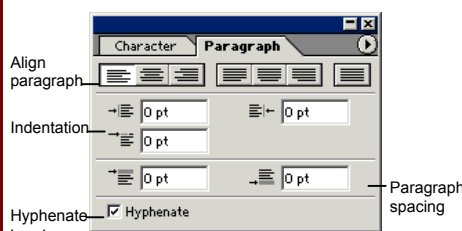
- **To View a Panel:** Select **Window** from the menu bar and select the panel you want to view.
- **To View More Options:** Click the palette's **Context menu**.

### Character Palette



Format the text used in an image, including font type and color, line spacing, and scale.

### Paragraph Palette



Format paragraphs properties, such as indentation, alignment, and paragraph spacing.

### Toolbar

\* Each tool group's keyboard shortcut is included in parenthesis after the name of the default tool.

- Rectangle Marquee (M):** Select a rectangular pixel area
- Elliptical Marquee:** Select an elliptical pixel area
- Single Row or Column Marquee:** Selects a horizontal or vertical row of pixels
- Lasso (L):** Draw a freeform pixel area
- Polygon Lasso:** Draw straight lines around selected area
- Magnetic Lasso:** Automatically sticks to edges of defined areas
- Crop (C):** Remove parts of an image
- Healing Brush (J):** Correct imperfections with pixels from another image
- Patch:** Repair selected area with pixels from a different area
- Clone Stamp (S):** Copy areas of an image and apply them elsewhere Press <Alt> and click to define the source area
- Pattern Stamp:** Paint a predefined pattern, or create a custom pattern
- Eraser (E):** Erases pixels to the background color layer
- Background Eraser:** Paints the background color or erases pixels
- Magic Eraser:** Converts the selected image area to transparency
- Blur (R):** Smooth defined edges
- Sharpen:** Focus soft edges
- Smudge:** Smear pixels
- Move (V):** Click and drag to move selection
- Magic Wand (W):** Select a pixel area of similar coloring
- Slice (K):** Draw a slice area
- Slice Select:** Select and resize or relocate a slice
- Paintbrush (B):** Draw soft brush strokes
- Pencil:** Draw hard-edged freeform shapes
- History Brush (Y):** Paint from a previous history state or snapshot. Select the state or snapshot from the History palette.
- Art History Brush:** Similar to the History brush, but with more options
- Gradient (G):** Click and drag to fill with gradient of foreground and background colors
- Paint Bucket:** Click on an object and fill with foreground color
- Dodge (O):** Lighten areas of the image
- Burn:** Darken areas of the image
- Sponge:** Decrease or increase pixel color
- Horizontal or Vertical Type (T):** Insert text in the image
- Horizontal or Vertical Type Mask:** Insert transparent text in the image
- Rectangle (U):** Draw a rectangle filled with foreground color. Press <Shift> to draw a square
- Rounded Rectangle:** Draw a rectangle with rounded corners

## Toolbar (continued)

- Path Component Selection (A):** Select vectors, subpaths, or shapes
- Pen (P):** Click to add points to a path
- Freeform Pen:** Draw a freeform path
- Add Anchor Point:** Click on a path to insert anchor point
- Delete Anchor Point:** Click on anchor point to delete from path
- Convert Point:** Smooth a corner point, or sharpen a curve point
- Notes (N):** Insert an invisible text note
- Audio Annotation:** Insert an audio comment
- Hand (H):** Click and drag to move around in the page
- Ellipse:** Draw an oval shape. Press **<Shift>** to draw a circle.
- Polygon:** Draw a polygon shape
- Line:** Draw a line
- Custom Shape:** Create a shape or insert a predefined custom shape
- Eyedropper (I):** Click the eyedropper cursor on the color you want to apply to the foreground
- Color Sampler:** Click on the image and look at the Info palette to view the color information
- Measure:** Click and drag to measure distances, angles, the image in the Info palette.
- Zoom (Z):** View the document close-up or far away

**Set foreground color:** Used for stroke and fill

**Switch background and foreground colors (X)**

**Set default colors:** Change to black and white

**Set background color**

**Edit in Standard Mode (Q):** Display the image in Standard View (default).

**Edit in Quick Mask Mode (Q):** Edit selection boundaries with painting or selecting tools. Deselected areas are tinted. Paint areas that you want to subtract from the selection with black. Paint areas that you want to add to the selection white.

**Standard Screen Mode:** Displays the screen in a standard program window.

**Full Screen Mode with Menu Bar:** Fills the screen with the Photoshop program window, including the program menu bar at the top.

**Full Screen Mode:** Fills the screen with the Photoshop program window, without the menu bar.

**Jump to ImageReady:** Opens the current file in the ImageReady application to prepare it for Web use.

**To use Tool Options:** Each tool's functions can be modified in the Tool options bar near the top of the program window. Click the tool and modify its properties in the options bar.

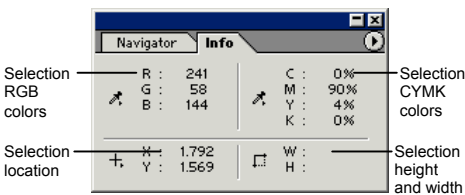
## Palettes (continued)

### Navigator Palette



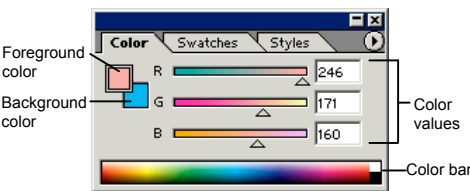
Zoom and move around in an image with precision without scrolling or resizing the image window. Drag the Zoom Slider to zoom in or out, and click inside the red square to move around the image.

### Info Palette



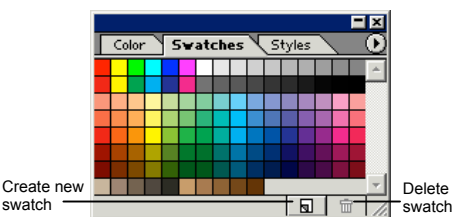
View specific information for the selected object: size, location, and colors used in the object. Enter exact location coordinates on the canvas or enter exact height and width of the object in pixels.

### Color Palette



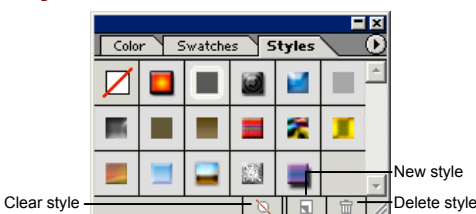
Create a new color, choose a different color model in the image, or modify a color.

### Swatches Palette



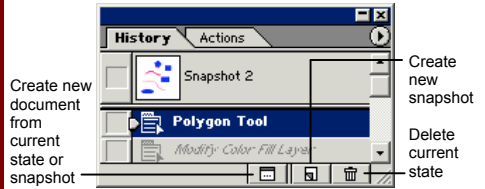
Create a new swatch to create your own color scheme, modify an existing swatch, or choose another color from the default color swatch.

### Styles Palette



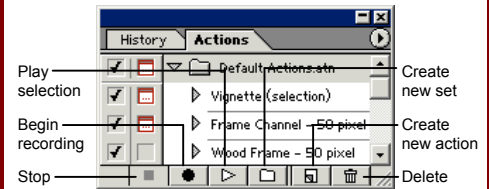
Fill a selected object with a predefined style, or apply styles using drawing tools.

### History Palette



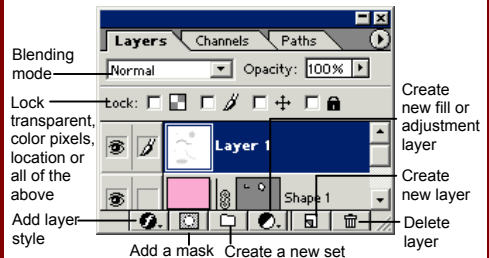
Undo or redo previous actions, or create a new image from a previous state or snapshot.

### Actions Palette



Play a predefined action, create your own action, or edit or delete an action.

### Layers Palette



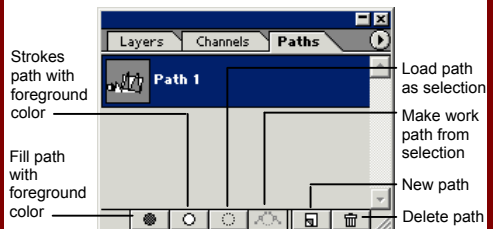
Add, delete, or edit layers, or insert objects in layers. Use layers to stack objects on top of one another in an organized fashion.

### Channels Palette



View individual color channels for the color model used in the image. The thumbnails appear in grayscale, but the image changes to display the selected channel(s).

### Paths Palette



Each path in the image appears in this palette. Select a path to edit or view it in the image window.

# Custom@Guide

## Get More Free Quick References!

Visit [ref.customguide.com](http://ref.customguide.com) to download.



### Office 365

- [Access](#)
- [Excel](#)
- [Office 365](#)
- [OneNote](#)
- [Outlook](#)
- [PowerPoint](#)
- [Teams](#)
- [Word](#)

### G Suite

- [Classroom](#)
- [G Suite](#)
- [Gmail](#)
- [Google Calendar](#)
- [Google Docs](#)
- [Google Drive](#)
- [Google Sheets](#)
- [Google Slides](#)

### OS

- [Mac OS](#)
- [Windows 10](#)

### Productivity

- [Digital Literacy](#)
- [Salesforce](#)

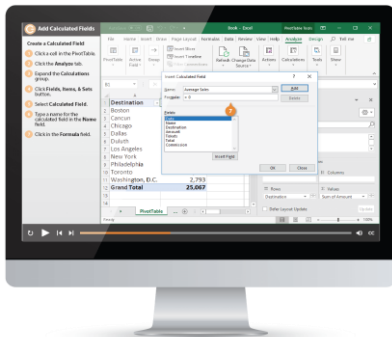
### Soft Skills

- [Business Writing](#)
- [Email Etiquette](#)
- [Manage Meetings](#)
- [Presentations](#)
- [Security Basics](#)
- [SMART Goals](#)

+ more, including [Spanish versions](#)

## Loved by Learners, Trusted by Trainers

Please consider our other training products!



### Interactive eLearning

Get hands-on training with bite-sized tutorials that recreate the experience of using actual software. SCORM-compatible lessons.



### Customizable Courseware

Why write training materials when we've done it for you? Training manuals with unlimited printing rights!

## Over 3,000 Organizations Rely on CustomGuide



“The toughest part [in training] is creating the material, which CustomGuide has done for us. Employees have found the courses easy to follow and, most importantly, they were able to use what they learned immediately.”

Contact Us!

[sales@customguide.com](mailto:sales@customguide.com)

612.871.5004