

Keyboard Shortcuts

Adobe Photoshop Elements 7

Adobe Photoshop Elements is a powerful program with many commands, which sometimes can be time consuming to access. Most menu commands have a keyboard equivalent, known as a **keyboard shortcut**, as a quicker alternative to using the mouse. For example, if you want to open a new document in the Editor in Photoshop Elements, you click the File menu, point to New, and then click Blank File, or you can abandon the mouse and press Ctrl+N to use shortcut keys. Using shortcut keys reduces the use of the mouse and speeds up operations. If a command on a menu includes a keyboard reference, known as a keyboard shortcut, to the right of the command name, you can perform the action by pressing and holding the first key, and then pressing the second key to perform the command quickly. In some cases, a keyboard shortcut uses three keys. Simply press and hold the first two keys, and then press the third key. Keyboard shortcuts provide an alternative to using the mouse and make it easy to perform repetitive commands.

Keyboard Shortcuts

Command

Shortcut

PHOTOSHOP ELEMENTS 7

Shortcuts for the Organizer

Navigating

Move selection up/down/left/right	Up Arrow/Down Arrow/Left Arrow/Right Arrow
Move up without changing selection	Page Up
Move down without changing selection	Page Down
Select first item and scroll view to it. (In Date view, selects first item in Year, Month, or Day view)	Home
Select last item and scroll view to it. (In Date view, selects last item in Year, Month, or Day view.)	End
Select multiple contiguous items	Shift + Up Arrow/Down Arrow/Left Arrow/Right Arrow
Show full-sized thumbnail of selected photo	Enter

Keyboard Shortcuts *(continued)*

Command	Shortcut
Move through controls	Tab
Select control	Spacebar
Viewing Photos (Photo Browser)	
Full Screen view	F11
Side by side view	F12
Exit Full Screen or Side by Side view	Esc
View/hide details	Ctrl + D
View/hide Timeline	Ctrl + L
Collapse all tags	Ctrl + Alt + T
Expand all tags	Ctrl + Alt + X
Expand photos in stack	Ctrl + Alt + R
Viewing The Calendar (Date View)	
Go to subset View (year > month > day)	+ or =
Go to Superset view (day > month > year)	- or _
Move to previous photo on a selected day	,
Move to next photo on a selected day	.
Start automatic sequencing in Day view	Enter
Go to Day view when in Month/year view	Enter
Move to next day/month/year in calendar]
Move to previous day/month/year in calendar	[
Editing Photos (Photo Browser)	
Undo last operation	Ctrl = Z
Redo last operation	Ctrl + Y
Copy	Ctrl + C
Select all	Ctrl + A
Deselect	Ctrl + Shift + A
Rotate 90 degrees left	Ctrl + Left Arrow
Rotate 90 degrees right	Ctrl + right Arrow
Edit in the Editor (Full Edit)	Ctrl + I
Display Properties palette	Alt + Enter
Adjust date and time of photo	Ctrl + J

Keyboard Shortcuts *(continued)*

Command	Shortcut
Add caption	Ctrl + Shift + T
Update thumbnails	Ctrl + Shift + U
Set photo as desktop wallpaper	Ctrl + Shift + W
Open Color Settings dialog box	Ctrl + Alt + G
Zoom in	Ctrl + + (plus sign)
Zoom out	Ctrl + - (minus sign)
OK	Enter
Cancel	Esc
Finding Photos	
Set data range	Ctrl + Alt + F
Clear date range	Ctrl + Shift + F
Find by caption or note	Ctrl + Shift + J
Find by filename	Ctrl + Shift + K
Find photos with unknown	Ctrl + Shift + X
Find untagged items	Ctrl + Shift + Q
Shortcuts for the Editor	
Viewing Images (Full Edit)	
Cycle forward through open documents	Ctrl + Tab
Cycle backward through open documents	Ctrl + Shift + Tab
Fit image in window	Ctrl + O (or double-click hand tool)
Magnify 100%	Ctrl + Alt + O (or double-click the zoom tool)
Switch to Hand tool (when not in text-edit mode)	Spacebar
Switch to Zoom In tool	Ctrl + Spacebar
Switch to Zoom Out tool	Spacebar + Alt
Response zoom marquee while dragging	Spacebar-drag
Zoom in on specified area of an image	Ctrl-drag over preview in Navigator palette
Scroll up or down 1 screen	Page Up or Page Down
Scroll up or down 10 units	Shift + Page Up or Page Down
Scroll left or right 1 screen	Ctrl + Page Up or Page Down
Scroll left or right 10 units	Ctrl+Shift + Page Up or Page Down
Move view to upper-left corner or lower-right corner	Home or End

Keyboard Shortcuts *(continued)*

Command	Shortcut
Selecting Tools	
Cycle through tools that have the same keyboard shortcut	Shift-press keyboard shortcut (preference setting, Use Shift Key for Tool Switch, must be enabled)
Cycle through nested tools	Alt-click tool
Move tool	V
Zoom tool	Z
Hand tool	H
Eyedropper tool	I
Rectangular Marquee tool Elliptical Marquee tool	M
Lasso tool Magnetic Lasso tool Polygonal Lasso tool	L
Magic wand tool	W
Selection Brush tool (or Quick Selection tool)	A
Horizontal Type tool Vertical Type tool Horizontal Type Mask tool Vertical Type Mask tool	T
Crop tool	C
Cookie Cutter tool	Q
Straighten tool	P
Red Eye Removal tool	Y
Spot Healing Brush tool Healing Brush tool	J
Clone Stamp tool Pattern Stamp tool	S
Pencil tool	N
Eraser tool Background Eraser tool Magic tool	E
Brush tool Impressionist Brush Color Replacement tool	B
Paint Bucket tool	K
Gradient tool	G

k

Keyboard Shortcuts *(continued)*

Command	Shortcut
Rectangle tool Rounded Rectangle tool Ellipse tool Polygon tool Line tool Custom Shape tool Shape Selection tool	U
Blur tool Dodge tool Burn tool	O
Show/hide all palettes (not including Artwork and affects, and Layers palette)	Tab
Default foreground and background colors	D
Switch foreground and background colors	X
Selecting and Moving Objects	
Deselect a selection	Ctrl + D
Reposition marquee while selecting	Spacebar-drag
Add to or subtract from a selection	Any selection tool + Shift or Alt-drag
Intersect a selection	Any selection tool + Shift or Alt-drag
Constrain marquee to square or circle (if no other selections are active)	Shift-drag
Draw marquee from center (if no other selections are active)	Alt-drag
Constrain shape and draw marquee from center	Shift + Alt-drag
Switch to move tool	Ctrl (except when Hand or any shape tool is selected)
Switch from magnetic Lasso to Polygonal Lasso tool	Alt-click and drag
Delete last anchor point for Magnetic or Polygonal Lasso tool	Delete
Apply/cancel an operation of the Magnetic Lasso tool	Enter/Esc
Move copy of selection	Move tool + Alt-drag selection
Move selection area 1 pixel	Any selection + Right Arrow, Left Arrow, Up Arrow, or Down Arrow
Move selection 1 pixel	Move selection + Right Arrow, Left Arrow, Up arrow, or Down Arrow
Move layer 1 pixel when nothing selected on layer	Ctrl = Right Arrow, Left Arrow, Up Arrow, or Down Arrow
Increase/decrease detection width	Magnet Lasso tool + [or]



Keyboard Shortcuts *(continued)*

Command	Shortcut
Accept cropping or exit cropping	Crop tool + Enter or Esc
Toggle crop shield off and on	/ (forward slash)
Magic Extractor dialog box	
Foreground brush	B
Straighten tool	P
Point Eraser	E
Add To Selection tool	A
Remove From Selection tool	D
Healing brush tool	J
Zoom tool	Z
Hand tool	H
Transforming Selections	
Transforming from center of reflect	Alt
Constrain	Shift
Distort	Ctrl
Skew	Ctrl + Shift
Changing perspective	Ctrl + Shift + Alt
Apply	Enter
Cancel	Esc or Ctrl + . (period)
Painting and Brushes	
Switch to eyedropper tool	Any painting or editing tool + Alt (except Impressionist Brush)
Select background color	Eyedropper tool + Alt-click
Set opacity, tolerance, or exposure for painting	Any painting or editing tool + number keys (for example 0 = 100%, 1 = 10%, 4 & 5 in succession = 45%)
Cycle through blends modes	Shift + + (plus) or - (minus)
Fill selection/layer with foreground or background color	Alt + Backspace, or Ctrl + Backspace
Display Fill dialog box	Shift + Backspace
Lock transparent pixels on/off	/ (forward)
Connect points with a straight line (draw a straight line)	Any painting tool + Shift-click
Delete brush	Alt-click brush
Decrease/increase brush size	[or]

Keyboard Shortcuts *(continued)*

Command	Shortcut
Decrease/increase brush softness/hardness in 25% increments	Shift + [or]
Select previous/next brush size	, (comma) or . (period)
Select first/last brush	Shift + , (comma) or . (period)
Display precise cross hair for brushes	CAPS LOCK
Using Text	
Move type in image	Ctrl-drag type when Type layer is selected
Select 1 character left/right or 1 line down/up, or 1 word left/right	Shift + Left Arrow/Right Arrow or Down Arrow/Up Arrow, or Ctrl + Shift + Left Arrow/Right Arrow
Select character from insertion point to mouse click point	Shift-click
Move 1 character left/right, 1 line down/up, or 1 word left/right	Left Arrow/Right Arrow, Down Arrow/Up Arrow, or Ctrl + Left Arrow/Right Arrow
Select word, line, or paragraph	Double-click, triple-click, or quadruple-click
Scale and skew text within a bounding box when resizing	Ctrl-drag a bounding box handle
Align left, center, or right	Horizontal Type tool or Horizontal Type Mask tool + Ctrl + Shift + L, C, or R
Align top, center, or bottom	Vertical Type tool or Vertical Type Mask tool + Ctrl + Shift + L, C, or R
Return to default font style	Ctrl + Shift + Y
Turn Underlining on/off	Ctrl + Shift + U
Turn Strikethrough on/off	Ctrl + Shift + / (forward slash)
Decrease or increase type size of selected text pts/px	Ctrl + Shift + < or >
Layers Palette	
Set layer options	Alt-click New button
Delete without confirmation	Alt-click Trash button
Apply value and keep text box active	Shift + Enter
Load layer transparency as a selection	Ctrl-click layer thumbnail
Add to current selection	Ctrl + Shift-click layer
Subtract from current selection	Ctrl + Alt-click layer thumbnail
Intersect with current selection	Ctrl + Shift + Alt-click layer thumbnail
Merge visible layers	Ctrl + Shift + E



Keyboard Shortcuts *(continued)*

Command	Shortcut
Create new empty layer with dialog	Alt-click New Layer button
Create new layer below target layer	Ctrl-click New Layer button
Activate bottom/top layer	Shift + Alt + [or]
Select next layer down/up	Alt + [or]
Move target layer down/up	Ctrl + [or]
Merge a copy of all visible layers into target layer	Ctrl + Shift + Alt + E
Merge down	Ctrl + E
Copy current layer to layer below	Alt + Merge Down command from the palette pop-up menu
Copy all visible layers to active layer	Alt + Merge Visible command from the palette pop-up menu
Copy visible linked layers to active layer	Alt + Merge Linked command from the palette pop-up menu
Show/hide all other currently visible layers	Alt-click the eye icon
Toggle lock transparency for target layer, or last applied lock	/ (forward slash)
Edit layer properties	Double-click layer thumbnail
Select all text; temporarily select Type tool	Double-click text layer thumbnail
Create a clipping mask	Alt-click the line dividing two layers
Rename layer	Double-click the layer name
Blending Modes	
Cycle through blending modes	Shift + + (plus) or - (minus)
Normal	Shift + Alt + N
Dissolve	Shift + Alt + I
Behind	Shift + Alt + Q
Clear	Shift + Alt + R
Darken	Shift + Alt + K
Multiply	Shift + Alt + M
Color Burn	Shift + Alt + B
Linear Burn	Shift + Alt + A
Lighten	Shift + Alt + G
Screen	Shift + Alt + S
Color Dodge	Shift + Alt + D
Linear Dodge	Shift + Alt + W

Keyboard Shortcuts *(continued)*

Command	Shortcut
Overlay	Shift + Alt + O
Soft Light	Shift + Alt + F
Hard Light	Shift + Alt + H
Vivid Light	Shift + Alt + V
Linear Light	Shift + Alt + J
Pin Light	Shift + Alt + Z
Hard Mix	Shift + Alt + L
Difference	Shift + Alt + E
Exclusion	Shift + Alt + X
Hue	Shift + Alt + U
Saturation	Shift + Alt + T
Color	Shift + Alt + C
Luminosity	Shift + Alt + Y
Info Palette	
Change color readout modes	Click eyedropper icon
Change measurement	Click cross-hair icon
Color Swatches Palette	
Create new swatch from foreground color	Click in empty area of palette
Select background color	Control-click swatch
Delete color	Alt-click swatch
Showing or Hiding Palettes (Full Edit)	
Open Help	F1
Show/Hide Content palette	F7
Show/Hide Info palette	F8
Show/Hide Histogram palette	F9
Show/Hide Undo History palette	F10
Show/Hide Layers palette	F11
Show/Hide Navigator palette	F12
Filter Gallery	
Apply a new filter on top of selected	Alt-click on a filter
Open/close all disclosure triangles	Alt-click on a disclosure triangle
Change Cancel button to Default	Ctrl



Keyboard Shortcuts *(continued)*

Command	Shortcut
Change Cancel button to Reset	Alt
Undo/redo	Ctrl + Z
Step forward	Ctrl + Shift + Z
Step backward	Ctrl + Alt + Z
Liquify	
Warp tool	W
Turbulence tool	A
Twirl Clockwise tool	R
Twirl Counter Clockwise tool	L
Pucker tool	P
Bloat tool	B
Shift Pixels tool	S
Reflection tool	M
Reconstruct tool	E
Zoom tool	Z
Hand tool	H
Photomerge Panorama	
Select Image tool	A
Rotate Image tool	R
Set Vanishing Point tool (Perspective option selected)	V
Zoom tool	Z
Switch to Hand tool	Spacebar
Step backward	Ctrl + Z
Step forward	Ctrl + Shift + Z
Move selected image 1 pixel	Right Arrow, Left Arrow, Up Arrow, or Down Arrow
Change Cancel button to Reset	Alt
Show individual image border	Alt-move pointer over image
Camera Raw Dialog Box	
Display highlights that will be clipped in Preview	Alt-drag Exposure or Blacks sliders
Enable Open Copy button in the Camera Raw dialog box	Alt