

# Palettes

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## Working Efficiently with Palettes

7.0 6.0 5.5 IR7 IR3



You know you are living large when you are working in Photoshop with dual monitors—one for the document window and one for all the palettes. For those of us who don't have two monitors, my general strategy for arranging the palettes is to group them in such a way that I can access any and all of the palettes using the default Function key assignments. In other words, not every palette has a Function key assigned to it, but as long as a given palette is grouped with a palette that does have a Function key assigned, you can get to that palette without having to pull down the menu.

When I watch people working in Photoshop, two of the most inefficient habits I see include constantly moving palettes all over the screen, and overlapping the palettes so that sometimes a palette gets hidden behind another palette. In Photoshop 6 and earlier versions, I overcame this by arranging the palettes on the screen one time, and then always left them in the same position. I just left them open all the time. If they were in the way, I simply pressed the Tab key to hide the palettes and got them out of the way.

Photoshop 7 speeds things up with its ability to store palette locations as custom workspaces. By arranging palettes as needed for a particular task and choosing Window→Workspace, you can create and access palette layouts tailored to the way you work. For example, you might want to create a workspace for image retouching where just the Brushes, History, and Color palettes are visible, and then create another for layout work that emphasizes the Layers palette. When you switch among tasks, you can switch among workspaces using the Window menu. To update a saved workspace, just save a new workspace with the same name and tell Photoshop to replace the existing workspace.

## Contextual Menus

7.0 6.0 5.5 IR7 IR3

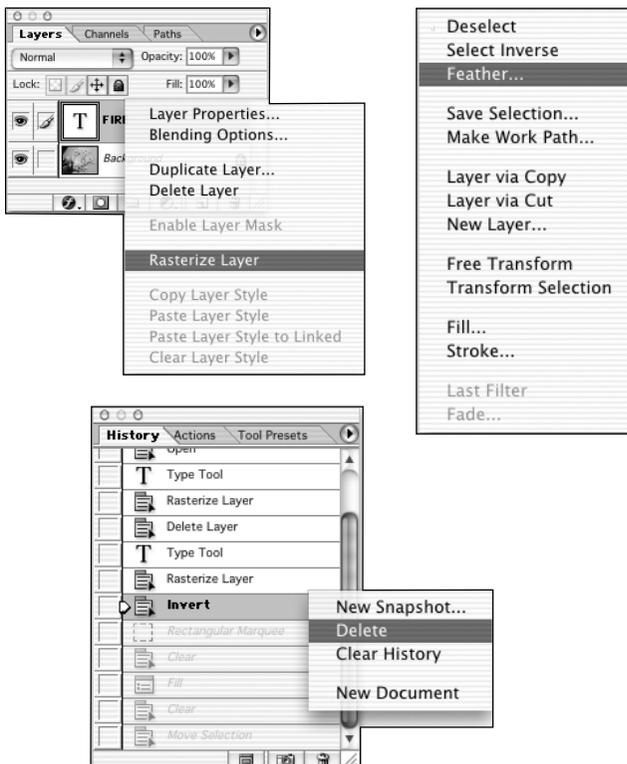


**Mac:** Ctrl + click

**Win:** Right-click

Don't forget about what perhaps is the single biggest timesaving feature of them all: contextual menus. Contextual menus provide you with literally hundreds of additional shortcuts. Too many people forget to incorporate this feature into their workflow.

I think my favorite contextual menu shortcut is using the Rasterize Layer command from the contextual menu: (Ctrl + click) [Right + click] on a Type layer. To find those that work best for you, just (Ctrl + click) [Right + click] on palettes and the canvas with various tools and note the options that appear. For example, depending on where in the Layers palette you click a styled vector, you can adjust its blending options, rasterize its mask, or adjust its layer effects.



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## Show or Hide All Palettes

7.0	6.0	5.5	IR7	IR3
■	■	■	■	■

Both: Tab

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## Show or Hide All but the Tool Palette

7.0	6.0	5.5	IR7	IR3
■	■	■	■	■

Both: Shift + Tab

In Photoshop 6, Shift + Tab hides all but the Tool palette and the Options Bar.

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## Remove the Focus of a Numeric Edit Field in a Palette

7.0	6.0	5.5	IR7	IR3
■	■	■	■	■

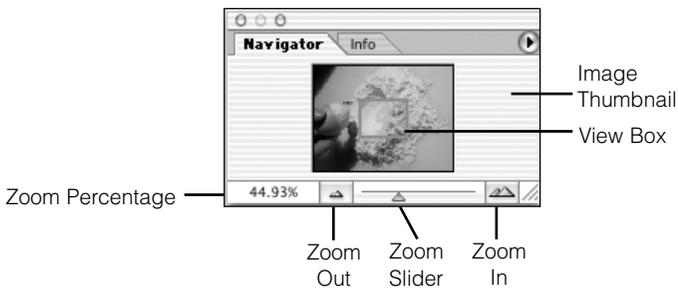
Both: Enter, Return, or Esc

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## Show or Hide the Navigator Palette

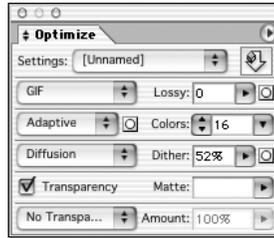
7.0	6.0	5.5	IR7	IR3
■	■	■	□	□

Menu: Window→Showing/Hiding Navigator



**Show or Hide the Optimize Palette**

7.0 6.0 5.5 IR7 IR3

**Menu:** Window→Showing/Hiding Optimize**Both:** F10**Show or Hide the Options Palette**

7.0 6.0 5.5 IR7 IR3

**Menu:** Window→Showing/Hiding Options**Both:** Enter or Return**Mouse:** Double-click a tool

In Photoshop 6 and 7 and ImageReady 7, the Options palette has been replaced with the Options bar at the top of the screen.



Brush size  
and shape

Blending  
mode

**Show or Hide the Character Palette**

7.0 6.0 5.5 IR7 IR3

**Menu:** Window→Showing/Hiding Character**Mac:** Ctrl + T (while editing with the Type tool)**Win:** Ctrl + T (while editing with the Type tool)

Photoshop 6 introduced on-canvas editing of text. In other words, you do not have to create and edit your text in a modal dialog box anymore. In both Photoshop 6 and ImageReady 3, there is no longer a Type palette. The options that were in the Type palette now appear in the Options bar when the Type tool is selected.

## Show or Hide the Paragraph Palette

7.0 6.0 5.5 IR7 IR3  
■ ■ □ □ □

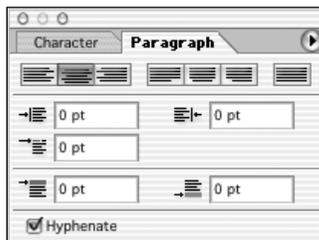
**Menu:** Window→Showing/Hiding Character

**Mac:** Ctrl + M (while editing with the Type tool)

**Win:** Ctrl + M (while editing with the Type tool)



Additionally, there are two new palettes for formatting text—the Character and Paragraph palettes.

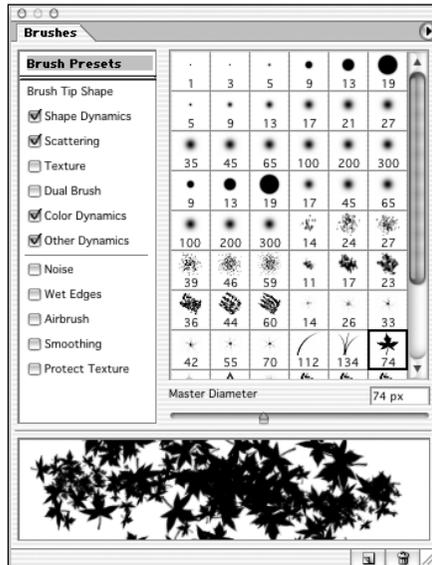


**Show or Hide the Brushes Palette**

7.0 6.0 5.5 IR7 IR3

**Menu:** Window→Showing/Hiding Brushes**Both:** F5

This tip works in Photoshop 5.5 and 7.0, as well as ImageReady 2 and 7. In Photoshop 6 and ImageReady 3, the Brushes palette was replaced by the Options bar. When you select a painting tool, the Options bar will display the Brush options for the selected painting tool. Photoshop 7 and ImageReady 7 reintroduced the Brushes palette along with its old shortcut, F5.

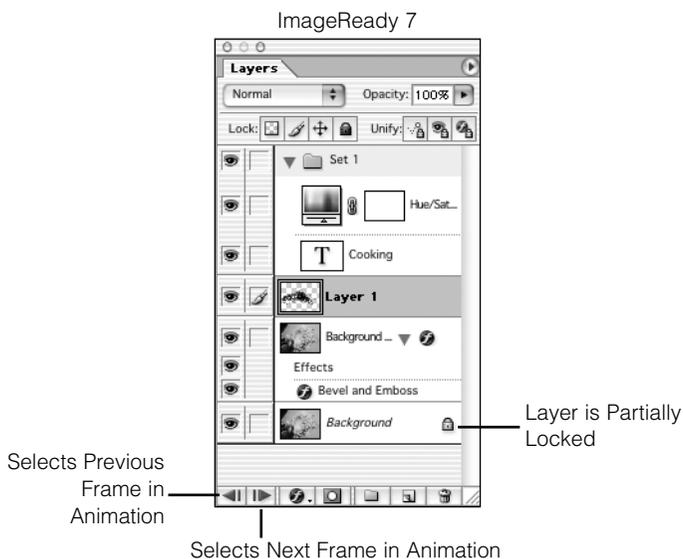
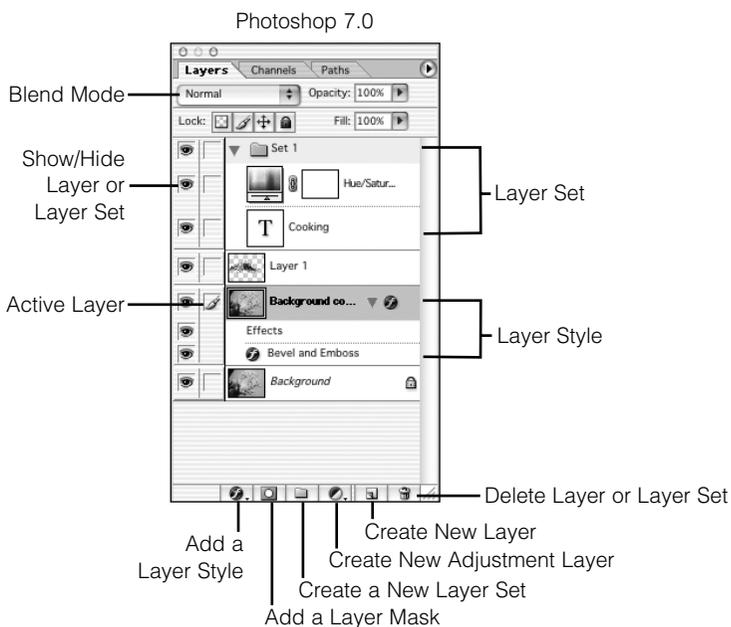


## Show or Hide the Layers Palette

7.0 6.0 5.5 IR7 IR3  
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**Menu:** Window→Showing/Hiding Layers

**Both:** F7

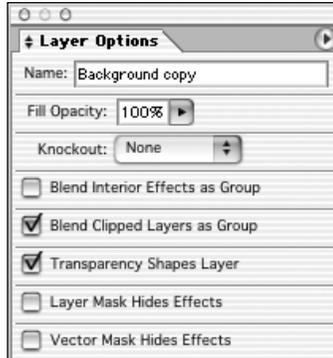


## Show or Hide the Layer Options/Effects Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Layer Options/Effects

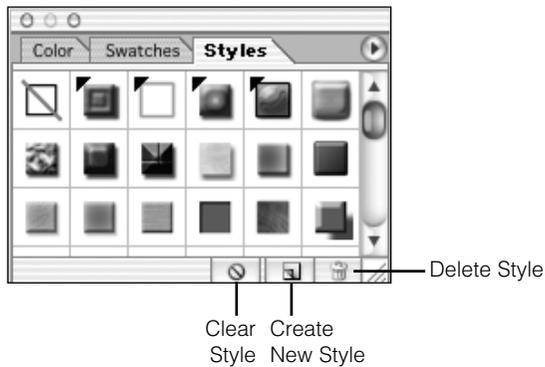


## Show or Hide the Styles Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Styles



## Show or Hide the Channels Palette

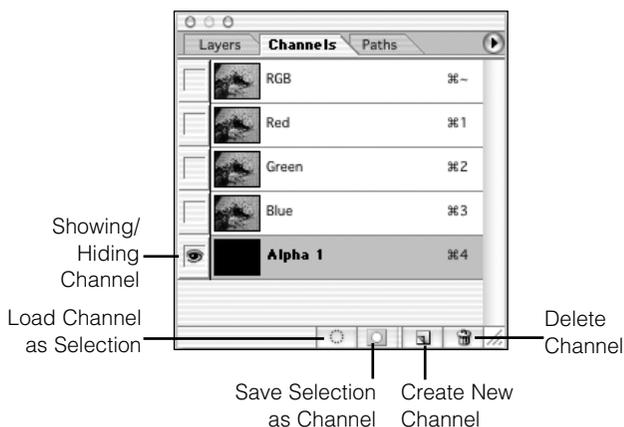
7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Channels

**Both:** F7

F7 shows or hides the Layers palette. Also use it to show or hide the Channels palette if you haven't changed the default grouping of the Layers and Channels palettes. To show Channels if the Layers palette is not open, press F7, and then click the Channels tab. To hide both the Channels and the Layers palettes, press the F7 key until they both disappear.

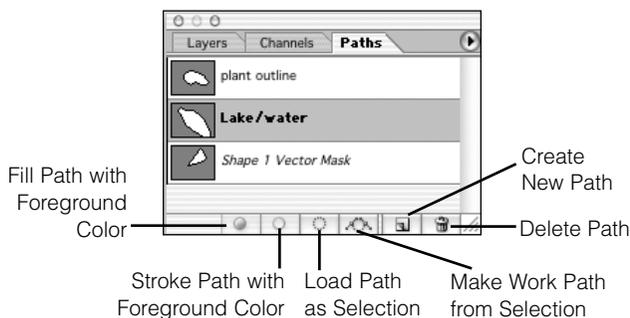


## Show or Hide the Paths Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Paths



## Show or Hide the Actions Palette

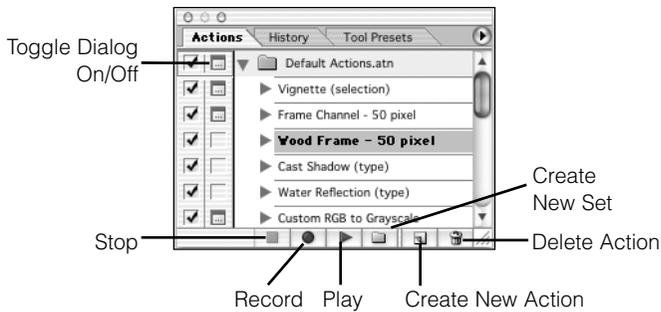
7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Actions

**Both:** F9

The only differences between the Photoshop and ImageReady Actions palette is that Photoshop allows for sets of actions whereas ImageReady does not, and ImageReady does not have a button mode for the palette.

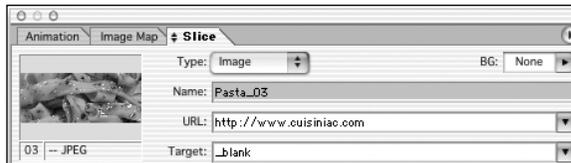


## Show or Hide the Slice Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Slice



## The Info Palette

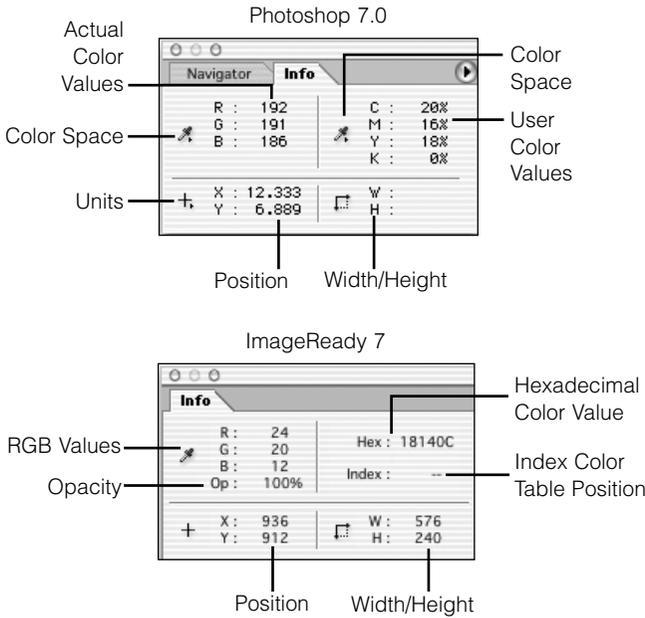
### Show or Hide the Info Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Info

**Both:** F8

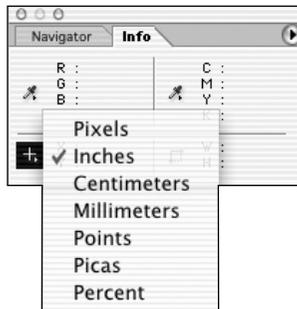


### Change the Unit of Measure in the Info Palette

7.0 6.0 5.5 IR7 IR3



**Mouse:** Click on cross-hair icon pop-up

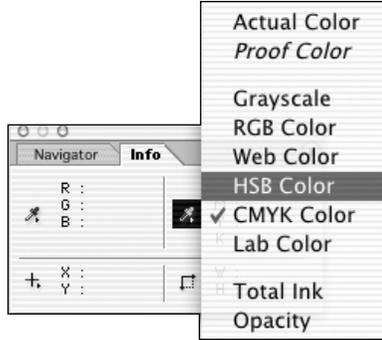


## Change the Color Mode of Readout

7.0 6.0 5.5 IR7 IR3



**Mouse:** Click on eyedropper icon pop-up



## The Color Palette

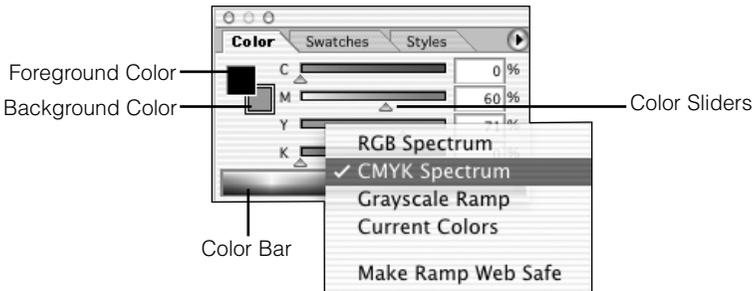
## Show or Hide the Color Palette

7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Color

**Both:** F6



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## Set Background Color in the Color Palette

7.0 6.0 5.5 IR7 IR3  
■ ■ ■ ■ ■

**Mac:** Option + click on color ramp

**Win:** Alt + click on color ramp

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## Cycle Through Color Ramps in the Color Palette

7.0 6.0 5.5 IR7 IR3  
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**Mouse:** Shift + click on color bar

The default color bar at the bottom of the Color palette displays the RGB color spectrum for quick selection of colors without having to open the Color Picker dialog box. You can change the ramp to display an RGB, CMYK, Grayscale, or Current Colors color.

**Note:** This only changes the color ramp, not the actual color slider controls in the palette that allow you to make precise value choices.

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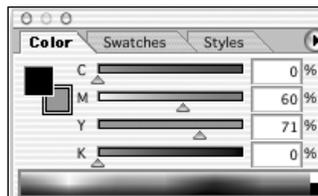
## Choose a Specific Color Bar

7.0 6.0 5.5 IR7 IR3  
■ ■ ■ ■ ■

**Mac:** Ctrl + click on color bar

**Win:** Right + click on color bar

This displays a contextual menu of the four different display choices for the color bar, plus the option to choose Make Ramp Web Safe.



## The Swatches Palette

### Show or Hide the Swatches Palette

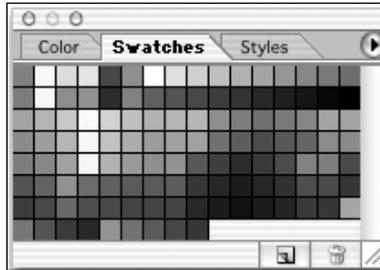
7.0 6.0 5.5 IR7 IR3



**Menu:** Window→Showing/Hiding Swatches

**Both:** F6

F6 shows or hides the Color palette. Also use it to show or hide the Swatches palette if you haven't changed the default grouping of the Color and Swatches palettes. To show Swatches if the Color palette is not open, press F6, and then click the Swatches tab. To hide both the Swatches and the Color palettes, press the F6 key until they both disappear.



### Choose a Swatch for the Foreground Color

7.0 6.0 5.5 IR7 IR3



**Mouse:** Click on a swatch

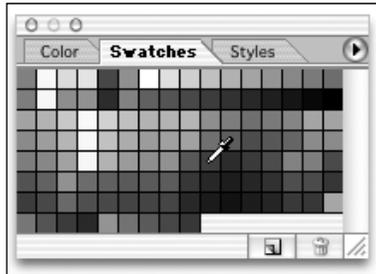
## Choose a Swatch for the Background Color

7.0 6.0 5.5 IR7 IR3

**Mac:** Option + click on a swatch

**Win:** Alt + click on a swatch

In Photoshop 7.0 and ImageReady 7, Option/Alt-clicking a swatch deletes that swatch.

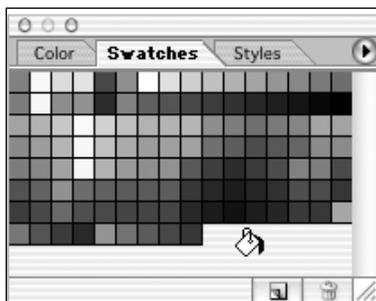


## Add Foreground Color as a New Swatch

7.0 6.0 5.5 IR7 IR3

**Mouse:** Click on an empty slot in the Swatches palette

Look for the cursor to change into a bucket icon. In ImageReady, the only way to do this is to click on the New Swatch icon on the Swatches palette. You can also drag the current foreground and background colors from the Tools palette to the Swatches palette.



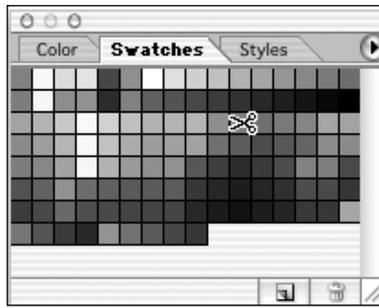
**Delete a Swatch**

7.0 6.0 5.5 IR7 IR3

**Mac:** Cmd + click a swatch**Win:** Ctrl + click a swatch

In Photoshop 7.0 and ImageReady 3, option-/Alt-clicking a swatch deletes that swatch.

Look for the cursor to change into a scissors icon.

**Insert Foreground Color as a New Swatch**

7.0 6.0 5.5 IR7 IR3

**Mac:** Option + Shift + click in the palette**Win:** Alt + Shift + click in the palette

This inserts a swatch of the current foreground color and shifts the rest of the swatches in the palette to the right.

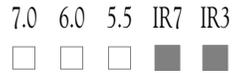
**Replace a Swatch with the Foreground Color**

7.0 6.0 5.5 IR7 IR3

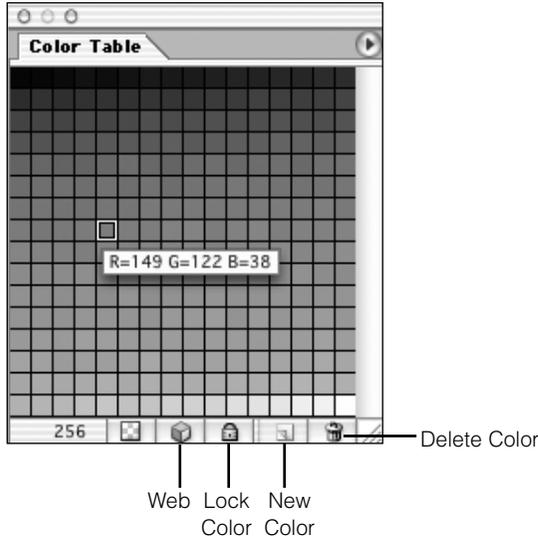
**Mouse:** Shift + click a swatch

## The Color Table

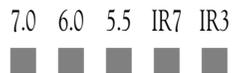
### Show or Hide the Color Table



**Menu:** Window→Showing/Hiding Color Table



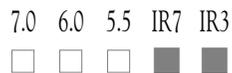
### Select Multiple Contiguous Colors in the Color Table Palette



**Mouse:** Shift + click a second color

Click the first color to select it. Shift + clicking a second color selects all the colors between the two colors. The second color you click becomes the current foreground color.

### Select Multiple Discontiguous Colors in the Color Table Palette



**Mac:** Cmd + click a swatch

**Win:** Ctrl + click a swatch

The last color you click becomes the current foreground color.

## Add Current Background Color to the Color Table

7.0 6.0 5.5 IR7 IR3



**Mac:** Option + click the New Color button

**Win:** Alt + click the New Color button

## The History Palette

### Show or Hide the History Palette

7.0 6.0 5.5 IR7 IR3

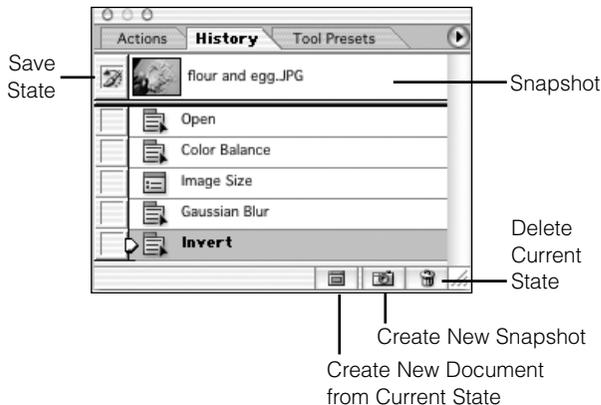


**Menu:** Window→Showing/Hiding History

**Both:** F9

F9 shows or hides the Actions palette. Also use it to show or hide the History palette if you haven't changed the default grouping of the Actions and History palette. To show History if the Actions palette is not open, press F9, and then click the History tab. To hide both the History and the Actions palettes, press the F9 key until they both disappear.

Photoshop Histories allow for snapshots whereas ImageReady does not. The Photoshop History palette has icons to create a new state and to create a new document from the current state; you won't find either of these in ImageReady.



## Step Backward/Forward

7.0 6.0 5.5 IR7 IR3

**Menu:** History→Step Forward

**Mac:** Shift + Cmd + Z

**Win:** Shift + Ctrl + Z

**Menu:** History→Step Backward

**Mac:** Cmd + Option + Z

**Win:** Ctrl + Alt + Z

Photoshop 6 and ImageReady 3 allow you to choose from three different Redo shortcuts via the General Preferences. You can switch the Redo keystroke to match ImageReady, match Microsoft style, or remain Photoshop style. Note: Picking anything other than Photoshop style loses the ability to undo and redo history. The default in Photoshop 6 is that (Cmd + Z) [Ctrl + Z] toggles between undo and redo of the last thing you did. The default in ImageReady for (Cmd + Z) [Ctrl + Z] is set to multiple undo.

Here is what happens when you change the preferences:

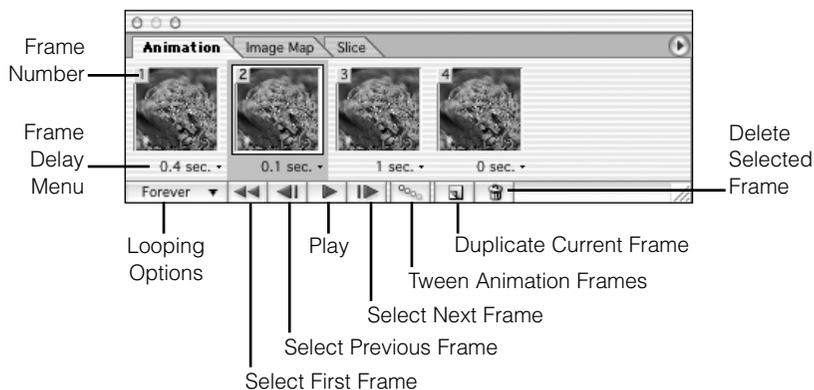
Redo Key Preference Setting	History State Backward	History State Forward	Toggle Undo/Redo
(Cmd + Z) [Ctrl + Z] (Toggles Undo/Redo)	(Cmd + Option + Z) [Ctrl + Alt + Z]	(Cmd + Shift + Z) [Ctrl + Shift + Z]	(Cmd + Z) [Ctrl + Z]
(Cmd + Shift + Z) [Ctrl + Shift + Z]	(Cmd + Z) [Ctrl + Z]	(Cmd + Shift + Z) [Ctrl + Shift + Z]	(Cmd + Option + Z) [Ctrl + Alt + Z]
(Cmd + Y) [Ctrl + Y]	(Cmd + Z) [Ctrl + Z]	(Cmd + Y) [Ctrl + Y]	(Cmd + Option + Z) [Ctrl + Alt + Z]

## Duplicate the History State (Other Than Current)

7.0 6.0 5.5 IR7 IR3

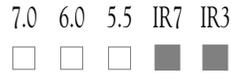
**Mac:** Option + click the state

**Win:** Alt + click the state

**Create a New Snapshot**7.0 6.0 5.5 IR7 IR3  
■ ■ ■ □ □**Mouse:** Click the New Snapshot icon**Create a New Document from the Target Snapshot**7.0 6.0 5.5 IR7 IR3  
■ ■ ■ □ □**Mouse:** Click the New Document from Current State icon**The Animation Palette****Show or Hide the Animation Palette**7.0 6.0 5.5 IR7 IR3  
■ ■ ■ ■ ■**Menu:** Window→Showing/Hiding Animation**Both:** F11**Create a New Frame in the Animation Palette**7.0 6.0 5.5 IR7 IR3  
□ □ □ ■ ■**Mac:** Cmd + Option + Shift + F**Win:** Ctrl + Alt + Shift + F

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## Go to First Frame



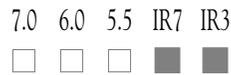
**Mac:** Option + Shift + left arrow

**Win:** Alt + Shift + left arrow

If the move tool is active when these frame navigation commands are selected, ImageReady will duplicate and move the selected layer.

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## Go to Last Frame

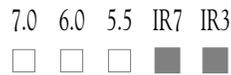


**Mac:** Option + Shift + right arrow

**Win:** Alt + Shift + right arrow

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## Go to Next Frame

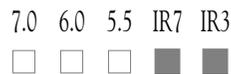


**Mac:** Option + right arrow

**Win:** Alt + right arrow

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## Go to Previous Frame



**Mac:** Option + left arrow

**Win:** Alt + left arrow

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## Select Multiple Contiguous Frames



**Mouse:** Shift + click a frame

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## Select Multiple Discontiguous Frames



**Mac:** Cmd + click a frame

**Win:** Ctrl + click a frame

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### Insert Pasted Frame After the Current Frame

7.0 6.0 5.5 IR7 IR3

**Both:** Shift + Paste Frame

Normally, choosing Paste Frame from the Animation palette options menu adds the contents of the copied frame to the contents of the current frame. Holding down Shift inserts the copied contents into a new frame inserted after the current frame.

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### Duplicate the Layers Used in the Current Frame in the Layers Palette

7.0 6.0 5.5 IR7 IR3

**Mac:** Cmd + Paste Frame

**Win:** Ctrl + Paste Frame

Normally, choosing Paste Frame from the Animation palette options menu adds the contents of the copied frame to the contents of the current frame. Holding down (Cmd) [Ctrl] duplicates the layers used in the frame in the Layers palette. It also includes the duplicated layers in the current frame.

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### Duplicate the Layers Used in the Current Frame in the Layers Palette and Insert Pasted Frame After the Current Frame

7.0 6.0 5.5 IR7 IR3

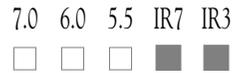
**Mac:** Cmd + Shift + Paste Frame

**Win:** Ctrl + Shift + Paste Frame

Normally, choosing Paste Frame from the Animation palette options menu adds the contents of the copied frame to the contents of the current frame. Holding down (Cmd + Shift) [Ctrl + Shift] duplicates the layers used in the frame in the Layers palette. Also, rather than including the duplicated layers in the current frame, it inserts the copied contents into a new frame inserted after the current frame.

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## Replace the Destination Frame with the Copied Frame(s)



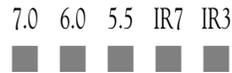
**Mac:** Option + Shift + Paste Frame

**Win:** Alt + Shift + Paste Frame

Normally, choosing Paste Frame from the Animation palette options menu adds the contents of the copied frame to the contents of the current frame. Holding down the (Option + Shift) [Alt + Shift] keys replaces the contents of the destination frame with the contents of the copied frame(s).

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## Cancel Animation Play



**Mac:** Cmd + . (period)

**Win:** Ctrl + . (period)

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## Play or Stop Animation



**Both:** Shift + Spacebar

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## Move the Contents of the Selected Layer Concurrently in All Selected Animation Frames



**Mac:** Cmd + Shift + drag with the Move tool

**Win:** Ctrl + Shift + drag with the Move tool