

# PHOTOSHOP CHEATSHEET for beginners

To make it simpler to understand Photoshop as you're starting out, here is a handy cheatsheet including all the basic and essential information you'll need to know.

## OPEN AN IMAGE

To open an image in Photoshop go to **File > Open** and then navigate to the folder where the image is stored.

If you want to use shortcuts you can use **Ctrl/Cmd+O**.



## LAYERS

A Photoshop composition is made up of many layers. On each layer is a part of the artwork.

Using Photoshop essentially involves the organization and grouping of these layers.

To open and close the Layers window choose **F7**.



## ZOOM IN

If you're working on a design or illustration with a lot of detail you're going to want to zoom in on the work to make it pixel-perfect.

Tools that you can choose the Magnifier Glass icon at the bottom of the Tools menu or click **Ctrl/Cmd** and the **plus** or **minus** key.



To close the Zoom window select **Capital Z**.



## CTRL/CMD+ALT + MOUSE-CLICK

**Ctrl+Alt** and **Mouse-Click** allows you to select anything on the artwork, on any layer, and move it around.

It makes it possible to use Photoshop to create layouts and compositions in a fluid more natural way.

If there is one huge time-saver that enables you to create work quickly and on the fly it's this shortcut.



## CUSTOMIZE YOUR WORKSPACE

Photoshop comes with a variety of preset workspaces (spaces that arrange the app's windows in ways that are optimized for a different art and design tasks).

You can choose from:

- Essential
- Painting
- Typography
- Photography

among others.

The windows will re-arrange to showcase the ones you need the most.

To access workspace go to **Window > Workspace** and choose one.

To create a new custom Workspace (combination of your own) go to **Window > Workspace > New Workspace**.

## SET A DOCUMENT'S PREFERENCES

Photoshop provides a lot of customization for documents. You can set these options within the document preferences.

Common preferences to change include:

- The document's units and ruler setting
- How much zooms the program uses

To set preferences go to **Edit > Preferences** for Windows or **Photoshop > Preferences** for Macs.



## SETTING COLOR

Photoshop makes it easy to:

- Work with a variety of color types like **RGB, CMYK** and **Indexed**
- Convert colors between different systems

You can also easily:

- Set foreground and background colors
- Create swatches for your projects of commonly used colors

To access the color picker click on the foreground swatch or the **Tools** menu or **Color**.



Once you have the color picker open, you can set your own color by:

- Entering numerical values for **RGB, CMYK, Lab** or **CMYK** colors
- Moving the slider to change colors within the spectrum on the left-hand side of the window

## USING BRUSHES

Brushes are a great way to make a Photoshop piece appear more real-to-life, add texture and visual interest.

A whole slew of brushes exist for Photoshop:

- Linear
- Calligraphy
- Smear
- Watercolor

To access the brushes choose **F5** or choose the brush icon on the **Tools** menu.



Wet's Supply Co.'s **NO Mopping Brushes** for Photoshop make the beautiful vintage brush style available for digital artists in 2020.



## CHANGING TEXT

The **Type** tool makes it easy:

- To change the fonts in use in your project
- Create typographic designs within shapes, along custom paths or to display vertical text

To access the options for typographic design choose the **T** tool or choose the **Character** window.



Once you install a new font, like the lovely **Smoochy** script font from **Font Bundles** it will appear in the dropdown menu in the **Character** window.



## ADD SOME EFFECTS

Photoshop has a lot of visual effects presents you can utilize your artwork and designs in real, many compared to other Creative Suite applications.

Some common and useful ones include:

- Blur
- Shaper
- Dispersed
- Isolate

You can also find artistic and textures like:

- Color Hatching
- Isolate

To access the effects choose the **Filter** menu. It's possible to install new effects for your version of Photoshop as well.

The **Gift Texture Supply** has a great product called **Distress Pens**. But includes a variety of visually appealing distressing effects for Photoshop projects.



## PHOTOSHOP SHORTCUTS

Anybody's speed up your skills with Photoshop if you use shortcuts. Here are some that are more commonly used and easier to remember.

### TOOL SHORTCUTS

	Move tool <b>V</b>
	Lasso tool
	Quick Selection tool <b>W</b>
	Lasso tool <b>L</b>
	Magic Wand tool <b>M</b>
	Crop tool <b>C</b>
	Eyedropper/Color Sampler tool <b>I</b>
	Ruler tool

	Pencil tool <b>B</b>
	Pen tool <b>P</b>
	Type tool <b>T</b>
	Eraser tool <b>E</b>
	Gradient tool <b>G</b>
	Healing Brush tool <b>J</b>
	Dodge, Burn & Sponge tool <b>O</b>
	Shape tool <b>U</b>

### COMMAND SHORTCUTS

**Image Size:**

Alt+Ctrl+I

Ctrl+Cmd+I

**Canvas Size:**

Alt+Ctrl+E

Ctrl+Command+E

**New Layer:**

Shift+Ctrl+N

Shift+Cmd+N

**Merge Layers:**

Ctrl+E

Cmd+E

**Merge Visible:**

Shift+Ctrl+E

Shift+Cmd+E

**Group Layers:**

Ctrl+G

Cmd+G

**Select All:**

Ctrl+A

Cmd+A

**Open Straight Lines:**

Alt-click with Lasso tool

Option-click with Lasso tool

**Use Free Transform:**

Ctrl+T

Command+T