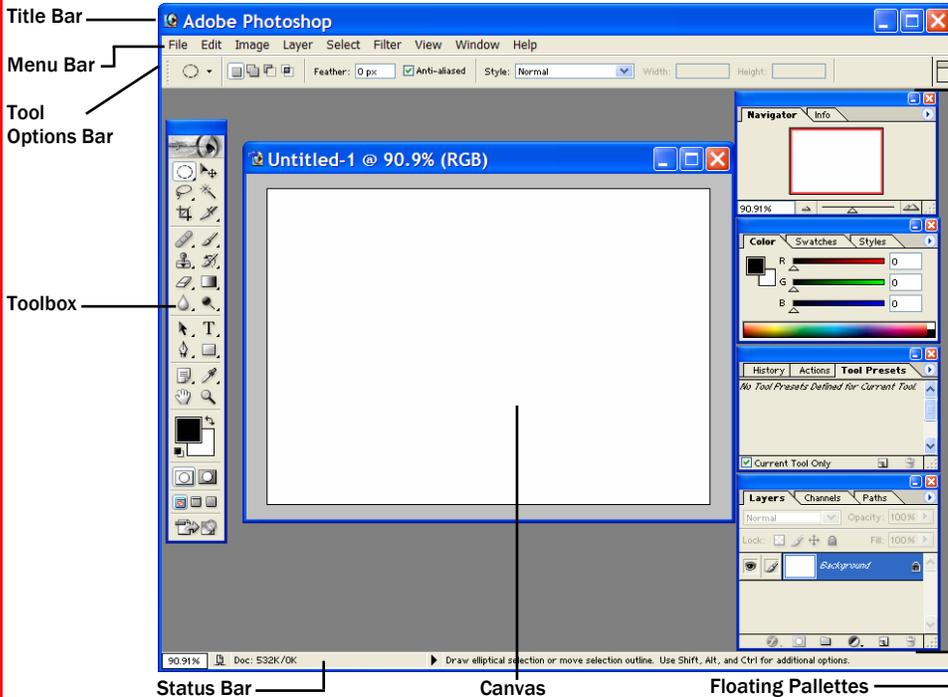


### Photoshop 7.0 Screen At A Glance



### DeskCardHints

#### Setting General Preferences

Press <Ctrl> + <K> to open General Preference Panel. Set the following there:

**Color Picker:** Adobe is default. When selecting foreground/background icon in the toolbox, any Color Picker plug-ins installed will be displayed in addition to standard color-pickers (Adobe & Windows).

**Interpolation:** to turn on, select Bicubic (Better). To turn off, select Nearest Neighbor. NOTE: Bilinear setting is too slow for roughing out effects.

**Redo Key & History States:** Set how many actions can be redone or undone (the higher the number the more RAM required). You can change the keyboard shortcuts for undo/redo from the drop-down menu here.

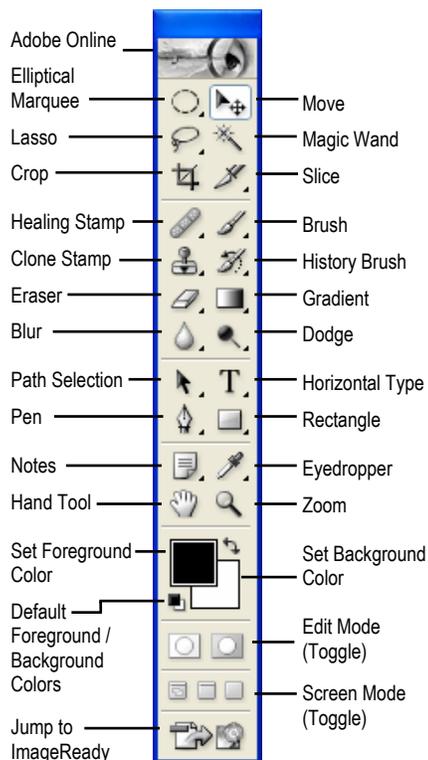
**Print Keys:** Change keyboard shortcuts for Print with Preview and Print here.

**Export Clipboard:** Tells Photoshop to transfer copied image to the computer's clipboard. Checking this allows copied images to be used in other programs. Checked by default.

**Show Tool Tips:** Displays pop-up labels and keyboard shortcuts when cursor is hovered over icon. Checked by default.

### Toolbox At A Glance

#### TOOLBOX BAR Buttons



### Creating a New File

#### Click File, then New to Open this Dialog Box:



**Name:** Type in name of New File.

**Image Size:** Allows user to set width and height of new image. Unit value can be set in the drop down menus between Pixels, Inches, Centimeters, Millimeters, Points, Picas, and Columns.

**Resolution:** Allows user to set pixels/inch or pixels/centimeter. The higher the number in the left box, the higher the image quality, but larger the file.

**Mode:** Displays a drop-down menu to choose color space that will be used within new image.

**Contents:** Choose default setting for Background Layer desired for new image. Background can be White, Background Color or Transparent.

**AFTER SETTING PREFERENCES,** Click OK.

**Keyboard Zoom Resizes Window:** Forces Photoshop to resize the image window when image is zoomed in or out. Unchecked by default.

**Auto-update Open Documents:** Create and maintain a link between an open image and the image filed on disk. If checked, any time an image is altered the original is also altered and cannot be recovered in original form. Unchecked by default.

**Show Asian Text Options:** Determines whether the Character and Paragraph Palettes include options related to Asian type. Unchecked by default.

**Beep When Done:** Instructs Photoshop to beep when it finishes an operation. Unchecked by default.

**Dynamic Color Sliders:** Instructs Photoshop to preview color effects within the slider bars of the Color palette. Checked by default.

**Save Palette Locations:** Instructs Photoshop to remember where palettes and toolbox were from the last session and not the default. Checked by default.

**Show Font Names in English:** Displays foreign font names in English. Checked by default.

**Use Shift Key for Tool Switch:** Allows two or more tools to share the same slot in the toolbox. Shift + Key cycles through tools. Checked by default.

**Use Smart Quotes:** Substitutes left and right quotes where appropriate. Checked by default.

**Reset All Warning Dialogs:** Display a warning dialog box to warn of consequences of certain actions. NOTE: Some dialog boxes contain switches to turn future warnings off.

## Keyboard Shortcuts

### File Shortcuts

Open File	<Ctrl> + <O>
Open File As	<Ctrl> + <Alt> + <O>
Save File	<Ctrl> + <S>
Save File As	<Ctrl> + <Shift> + <S>
Save As (Copy)	<Ctrl> + <Alt> + <S>
Save File for Web	<Ctrl> + <Alt> + <Shift> + <S>
Close File	<Ctrl> + <W>
Close All	<Ctrl> + <Shift> + <W>
New Document	<Ctrl> + <N>
New Document (with last settings)	<Ctrl> + <Alt> + <N>
Preferences	<Ctrl> + <K>
Print	<Ctrl> + <P>
Print Options	<Ctrl> + <Alt> + <P>
Quit	<Ctrl> + <Q>
Page Setup	<Ctrl> + <Shift> + <P>

Find More Keyboard Shortcuts at:  
[www.helpdeskcards.com/photoshop.html](http://www.helpdeskcards.com/photoshop.html)

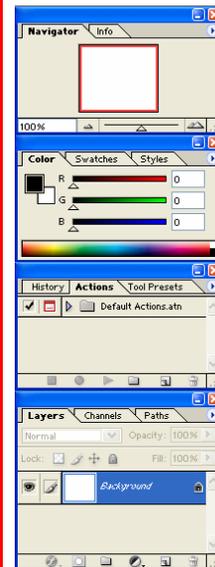
### Editing Shortcuts

Help	<F1>
Copy	<Ctrl> + <C>
Copy Merged	<Ctrl> + <Shift> + <C>
Paste	<Ctrl> + <V>
Paste Into Selection	<Ctrl> + <Shift> + <V>
Cut	<Ctrl> + <X>
Duplicate Free Transform	<Ctrl> + <Alt> + <T>
Undo / Redo	<Ctrl> + <Z>
Extract	<Ctrl> + <Alt> + <X>
Toggle Undo/Redo	<Ctrl> <Z>
Revert	<F12>
Zoom In	<Ctrl> + <+>
Zoom Out	<Ctrl> + <->
Fill Dialog	<Shift> + <Backspace>
Fit to Screen	<Ctrl> + <O>
Show/Hide Extras	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Find More Keyboard Shortcuts at:  
[www.helpdeskcards.com/photoshop.html](http://www.helpdeskcards.com/photoshop.html)

## Floating Palettes

Floating Palettes are typically miniature versions of elements that accompany any particular window. Every palette has specific features:



**Palette Options:** Each offers its own options. This may include icons, pop-up menus or slider bars.

**Palette Menu:** Click on the arrow in the upper right corner of the palette to open a menu of commands specific to the palette.

**Palette Tabs:** Click to reveal items under the tab. Click and drag the tab out of the floating palette to have the item in its own floating palette, or drag it to a different palette to move it there.

**Minimize or Restore Palette:** by clicking the minimize button  or clicking restore button .

**Dock the Palette to the Palette Well** to maximize the work surface. Either Click and Drag the palette to the Docking Well (the gray bar to the right of the Tool Options Bar) and release, or open the Palette Menu and click on "Dock to Palette Well" at the top of the menu. To restore, for the palette docking is no longer desired, double-click the tab.

## TheHelpDesk

**Choose Appropriate Format for Destination:** Images for the web should be .gif, .jpg (.jpeg), .png; images from printers should be .eps or .tif.

**The Preset Manager:** With Photoshop 7, items can be easily reordered in a palette by simply dragging them to a new location in the presets manager – and yes, you can change the order of brushes!

**Working in a Multi-User Environment:** Right-Click on the Tool Presets tab in the Options Palette:  Current Tool or all Tools can be restored to their original settings. To RESET preferences to Photoshop Default, launch Photoshop and then press <Ctrl> + <Alt> + <Shift> and Photoshop will ask if you want to delete the Adobe Photoshop Settings. Click "Yes" to restore Photoshop 7 to its default settings.

**Use Print with Preview to See Crop Marks,** color bars and more. To use, Click File on the Menu Bar, then "Print with Preview..." In the dialog box, make sure the box is checked next to "Show More Options." Set preferences for what you'd like to print with your document.

**To Import a File into Photoshop:** Click File on the Menu Bar, Click Import. Choose desired compatible file or desired scanner or camera source.

**Use Browser to Look for Files Visually** rather than by filename. Click File on the Menu Bar, Click Browse. Thumbnails of pictures on all available drives, and images can be sorted by details (last modified, date created etc.) or type.

**Always save Files in .psd (Photoshop) format** until completed. This will allow you to return to the document and keep individual layers intact. When *finished*, choose Click on File on the Menu Bar and Click Save As and choose desired type.

**Select the MOVE tool from the Toolbox**  and move the cursor to the canvas. Hold down the <Alt> key and Click desired image section and drag it to desired location.

**Use the Healing Brush Tool:** Effortlessly remove dust, scratches, blemishes and wrinkles from photographs with the Healing Brush Tool . The Healing Brush Tool preserves the original shading, tonality and texture in the retouched area.

**PDF Security:** Set Password Settings to add tighter security to Photoshop PDF files prior to sharing with others or placing online. Click Save As from the File Menu; Choose Photoshop PDF from the Format Menu. In the dialog box under PDF Security, Passwords and Encryption Levels can be specified.

### Using and Understanding Tools

**Tools in the Toolbox Generally Fall Into** one of five categories:

**Selection Tools:** Used for creating closed boundaries. Once a selection is made, editing can only occur within the selection outline. Examples are Marquee, Lasso, Magic Wand and Quick Mask.

**Painting Tools:** Used for adding color by using the mouse like a brush, or by simply filling areas with selected color. Ex: Brush, Paint Bucket and Pencil.

**Retouching Tools:** Used for editing existing colors and image details. Ex: Healing Brush, Clone Stamp.

**Vector Tools:** Used for creating and editing vector shapes. Ex: Pen, Path Select, Shape and Line.

**Change View Tools:** Used for moving and magnifying the screen views of an image without affecting the image. Ex: Hand and Zoom.