

## Using hotkeys

You're going to use Photoshop a lot, so you'll need to be as efficient as possible. So, you'll be using hotkeys throughout the program. In the *resources* folder (found in the accompanying archive), there is an image named *shortcuts.jpg*. Open that up and keep it around as a constant reminder of them. You can also hover on top of the tools and see their names and shortcuts. Be sure to hold each tool down for a second or so to see if it has any others underneath. Or you can just use Shift and that tool's hotkey to scroll through.

## A run down of hot keys

Here is a quick rundown of what you will be using very often:

- **V** for the move tool.
- **F** two times for the full screen mode.
- **Ctrl+G** to group layers into a folder.
- **Ctrl+J** to duplicate a layer.
- Hold **Space** to move around the canvas.
- **Ctrl+Z** to undo
- **Ctrl+Alt+Z** to go back yet another step.
- **Ctrl+I** to zoom in at 100%
- **Ctrl+A** to select all.
- **Ctrl+D** to deselect.
- **Ctrl+T** to free transform.
- Hold **Ctrl** and click on the canvas to select the layer from the canvas.
- **Ctrl+Shift+click** to select multiple layers on the canvas.
- **Ctrl+G** to select a group on the canvas (instead of layer).
- **Ctrl+;** to show or hide guides.
- **Ctrl+'** to show or hide the grid.

## Reworking tabs

I know that seems like a lot, but you'll learn these hotkeys by working with them, not by memorizing.

A couple of other things to keep in mind are the tabs on top. If you see an asterisk next to a close button, this means the progress is not yet saved. Use **Ctrl+S** to fix that. If you detach any tab, go to Window > Arrange > Consolidate All into Tabs. This way, it's always nice and organized.