

MACINTOSH KEYBOARD COMMANDS

DESKTOP USE

Use Keyboard commands whenever possible

new window	[CMD] N
move a file	drag
copy a file	[OPT] drag
rename a file	click once on name to select, click again slowly to highlight name, type or edit
trash a file	click once to select, [CMD] [DELETE]
empty the trash	[CMD] [SHIFT] [DELETE]
switch between apps	[CMD] [TAB]
switch backwards	[CMD] [SHIFT] [TAB]
hide other apps	[CMD] [OPT] H
okay in any dialog box	hit [ENTER] or [RETURN]
open a file	DOUBLE-CLICK on its name or icon

Use the Dock to select applications
the dock will pop up when the cursor moves to bottom of screen
click on an icon to run the app

GENERAL COMMANDS

Mac [CMD] = PC [CTRL]
[RETURN] = clicking on the default button (in blue)
DOUBLE-CLICK = selecting and hitting the default button

EDITING BASICS

Bottom Left Keys

[CMD] Z = undo
[CMD] X = cut
[CMD] C = copy
[CMD] V = paste
[CMD] N = new

Top Left Keys

[CMD] Q = quit
[CMD] W = close window
[CMD] E = eject disk or memory stick

Top Right Keys

[CMD] O = open
[CMD] P = print (but not for photos)

PHOTOSHOP TOOLBAR

Toolbox Basics

Selection

V = Move tool

M = Marquee Tool

L = Lasso tool

W = Magic Wand

J = Healing Brush

B = Brush

S = Clone Stamp

Y = History Brush

E = Eraser

G = Gradient
Blur, Sharpen, Smudge

O = Burn, Dodge, Sponge

P = Pen

T = Text

A = Path Selection

U = Rectangle

K = 3D_Rotate

N = 3D Orbit

H = Hand

Z = Zoom

Q = Quick Mask

