APPENDIX

Some Photoshop Shortcuts

- When using any brush tool, use the left and right bracket keys **< [ ] >** to decrease or increase the brush size.
- Also, in all brush tools, right clicking on the image opens the brush menu. Double click on the brush you want to select and close the menu box. In fact, when in doubt anywhere in Photoshop, Right-click and learn through discovery.

TO CHANGE THE SIZE OF THE IMAGE ON SCREEN YOU CAN:
- Double click the **Hand** tool to fit the image on screen.
- Double click the **Zoom** tool to go to a **100% view.**
- Drag the slider bar at the bottom of the **Navigator** panel.
- Using the **Windows/Navigator** panel, click on the icons at either end of the slider bar, or just use the slider bar.
- With the **Zoom** tool active, click and drag a box around the area you want to view closely.
- Do a **Ctrl-+** (control and "plus") or **Ctrl - –** (control and "minus") to zoom in or out. This works even with menu boxes open—*a handy item*.

- Holding the spacebar down gives you the grabber. Then hold the left mouse button down and move the *enlarged* image in any direction.
- Hit the **"D"** key to set foreground/background colors to default black and white. Hit the **"X"** key to exchange these. (D for default, **X** for exchange.) Caution: If you hit the **D** and the result is a white foreground on the Toolbox Pallette icons then just hit the **X** to reverse to toggle the black on top.
- Use the **"F"** key to cycle through the screen views, between Standard Screen Mode to Full Screen Mode with Menu Bar (gray background), to Full Screen Mode (black background).
- Use the **Tab** key to hide all the palettes. This can be used in conjunction with the **"F"** key.
- In any panel that has a Cancel button, holding down the **Alt key** will change Cancel to **Reset**.

Shortcuts for Toolbox tools:

Strike one of the following keys and it will activate the corresponding tool.

L = Lasso
B = Brush
E = Eraser
J = Healing brush
K = Slice
S = Clone (Rubber Stamp)
G = Gradient
R = Blur
T = Type
I = Eyedropper
H = Hand
V = Move
Z = Zoom

If you find yourself using certain tools, menu functions, or procedures frequently, there are a few time-saving techniques available. You may create your own keyboard shortcuts by going to Edit/Keyboard shortcuts and assigning "F" key (function key) combinations for menu functions that have none assigned.

You may also create an Action (alias; algorithm or macro) by keyboarding **<Alt+F9>.** The **Actions** panel will appear. Click on the small icon at the bottom of the panel just to the left of the Trash icon. The circle (three icons to the left) will light up "red." A panel will appear that will allow you to give the action a name and assign a function key. Do that and click **OK**. Then start recording by going through each step of the procedure. When you finish, click on the square next to the red button to end the recording. The red light will go off to show that the action is complete. See the accompanying Batch Action sheet for an example.

Actions & Batch Automations

An action is a collection of sequential functions organized into one algorithm (or macro). It is one of the great time-savers when converting large files into projection-sized or web-sized images.

Actions:

This particular action will be used to create files suitable for a digital projector.

1. Open an image file in Photoshop. To create an Action you must have an image open.

2. Go to the **Windows** pull-down menu and select **Actions** (or **History,** and click on the **Actions** tab).

3. On the bottom bar, to the left of the Trash icon, click on the **Create New Action** icon.

4. In the "Actions" dialog panel, give the action a name (e.g.., "Screen Images"). Leave the second box as default. Select **F4** in the Function key box. Leave the "Shift," "Control," and "Color" boxes empty and click on **Record.**

5. Back on the Action Window, on the bottom bar, the second icon from the left side is a dot that will light up RED. You are now ready to begin the steps of the action.

    a. In the **Image** pull-down menu, select **Mode/8 Bits/Channel**.
    b. Click **Image/Mode (for CS) or Edit (for CS2 or CS3), Convert to Profile**–and select **sRGB IEC61966-2.1** from the pull-down menu if it is not already selected. Click **OK.**
        Use this color profile for screen images only. Your standard for prints should be Adobe RGB 1998
    c. Go to **Image/Image size** and change **Resolution** to 96 pixels/inch. Make sure the **Resample Image** box is **UNCHECKED**. Click OK.
    d. Go to **File/Automate/Fit Image;** enter **1024** in the **Width** box, and **768** in the **Height** box (the ideal and most common monitor and projector resolution). Click **OK.**
    e. **Filter/Sharpen/Unsharp Mask,** at **Amount 50%, Radius 1.0, Threshold 0.** Click **OK.**
    g. Then File, Save As, and select JPEG in the format box. Name the new image file and select the destination folder. Click Save and select Quality 12 (Maximum). Click OK.
        Create a folder called "00-Screen Images" at the top of the "My Pictures" folder for your destination folder.
    h. Click **File, Close.**
    i. Last step: Click on the **square** to the left of the red dot. This ends the recording and saves the action.

6. The Action can now be used on any *single* image by hitting the F12 function key.

    Caution: each time you make an INDIVIDUAL reduction, you must rename it, or move it to another folder. If you don't it will be lost when the next reduction is made and overrides it. This will not happen while batch processing with this action because the batch process will give each reduction a sequential number.

Batch Actions

A slide show can be created automatically in minutes from any number of images of almost any size and format by performing the above action with the Batch function. This is a great time saver.

1. In Windows Explore, create a new folder (eg., "00-Screen Images") that will eventually hold your converted image files.

2. In Photoshop, go to **File, Browse,** and on the left side of the browse window, select a folder containing the image files that you want for a slide show.

3. Go to **File, Automate, Batch.**

4. In the "Play" area of the Batch window select the action that you just created. It will appear in the pull-down menu labeled "Action."

5. In the "Source" area the first box should say "Folder." Click on **Choose** and select the folder containing your chosen/sorted images. Check the fourth box **"Suppress Color Profile Warnings"**

6. In the "Destination" area, the first box should say "Folder." Click **Choose** and select the folder you created in Step-1 of this procedure. Then check the–**Override Action "Save As" Commands** box.

7. In the "File Naming area," select one of the "Document name" formats, and type your own document name to *replace* it. In the next box, pull down and select *at least* a three digit number. Pull down the next box and select **Extension.** Then select starting number. Why not 1?

8. Click **OK** and sit back.