### Photoshop 7 Workspace

<table>
<thead>
<tr>
<th>Tool options bar</th>
<th>Menu bar</th>
<th>Palette well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toolbox</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Image window</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document info menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tool description</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Keyboard shortcuts

<table>
<thead>
<tr>
<th>Tool</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Settings</td>
<td>&lt;Shift&gt;+&lt;Ctrl&gt;+&lt;K&gt;</td>
</tr>
<tr>
<td>Free Transform</td>
<td>&lt;Ctrl&gt;+&lt;F&gt;</td>
</tr>
<tr>
<td>Feather Selection</td>
<td>&lt;Ctrl&gt;+&lt;Alt&gt;+&lt;D&gt;</td>
</tr>
<tr>
<td>Fill</td>
<td>&lt;Shift&gt;+&lt;F5&gt;</td>
</tr>
<tr>
<td>Fit on screen</td>
<td>&lt;Ctrl&gt;+&lt;O&gt;</td>
</tr>
<tr>
<td>Grids</td>
<td>&lt;Ctrl&gt;+&lt;H&gt;</td>
</tr>
<tr>
<td>Hide Edges</td>
<td>&lt;Ctrl&gt;+&lt;H&gt;</td>
</tr>
<tr>
<td>Hide Path</td>
<td>&lt;Ctrl&gt;+&lt;Shift&gt;+&lt;H&gt;</td>
</tr>
<tr>
<td>Image Size</td>
<td>&lt;F11&gt;</td>
</tr>
<tr>
<td>Invert</td>
<td>&lt;Ctrl&gt;+&lt;I&gt;</td>
</tr>
<tr>
<td>Levels</td>
<td>&lt;Ctrl&gt;+&lt;L&gt;</td>
</tr>
<tr>
<td>New Layer</td>
<td>&lt;Ctrl&gt;+&lt;Shift&gt;+&lt;N&gt;</td>
</tr>
</tbody>
</table>

### Toolbar

* Each tool group’s keyboard shortcut is included in parenthesis after the name of the default tool.

- Rectangle Marquee
- Elliptical Marquee
- Single Row or Column Marquee
- Lasso
- Polygon Lasso
- Magnetic Lasso
- Move
- Magic Wand
- Slice
- Slice Select
- Paintbrush
- History Brush
- Art History Brush
- Gradient
- Paint Bucket
- Dodge
- Sponge
- Horizontal or Vertical Type
- Background Eraser
- Magic Eraser
- Rectangle
- Rounded Rectangle
- Blur
- Sharpen
- Smudge

### Palettes

- **To View a Panel**: Select Window from the menu bar and select the panel you want to view.
- **To View More Options**: Click the palette’s context menu.

### Character Palette

- Font type
- Font size
- Font style
- Set kerning
- Vertical scale
- Baseline shift
- Language setting
- Font format
- Set anti-alias

Format the text used in an image, including font type and color, line spacing, and scale.

### Paragraph Palette

- Align paragraph
- Indentation
- Hyphenation
- Breaks
- Paragraph spacing
- Paragraph format
- Paragraph color
- Font size
- Font style

Format paragraphs properties, such as indentation, alignment, and paragraph spacing.

© 2008 CustomGuide
### Toolbars (continued)

- **Path Component**
  - Selection (A): Select vectors, subpaths, or shapes
  - Pen (P): Click to add points to a path
  - Freeform Pen: Draw a freeform path
  - Add Anchor Point: Click on a path to insert anchor point
  - Delete Anchor Point: Click on anchor point to delete from path
  - Convert Point: Smooth a corner point, or sharpen a curve point

- **Notes (N):** Insert an invisible text note
- **Audio Annotation:** Insert an audio comment
- **Hand (H):** Click and drag to move around in the page

### Palettes (continued)

- **Navigator Palette**
  - Zoom and move around in an image with precision without scrolling or resizing the image window. Drag the Zoom Slider to zoom in or out, and click inside the red square to move around the image.

- **Info Palette**
  - View specific information for the selected object: size, location, and colors used in the object. Enter exact location coordinates on the canvas or enter exact height and width of the object in pixels.

- **Color Palette**
  - Create a new color, choose a different color model in the image, or modify a color.

- **Swatches Palette**
  - Create a new swatch to create your own color scheme, modify an existing swatch, or choose another color from the default color swatch.

- **Styles Palette**
  - Fill a selected object with a predefined style, or apply styles using drawing tools.

### History Palette

- Undo or redo previous actions, or create a new image from a previous state or snapshot.

### Actions Palette

- Play a predefined action, create your own action, or edit or delete an action.

### Layers Palette

- Add, delete, or edit layers, or insert objects in layers. Use layers to stack objects on top of one another in an organized fashion.

### Channels Palette

- View individual color channels for the color model used in the image. The thumbnails appear in grayscale, but the image changes to display the selected channel(s).

### Styles Palette

- Each path in the image appears in this palette. Select a path to edit or view it in the image window.