



Scrapbooking Shortcuts

Speedy scrapbooking with actions and more!

Keyboard Shortcuts

Aim to memorise 5-7 you use often

Check the menu to see if it lists a shortcut

Top Shortcuts for Scrappers

Ctrl+G Create clipping mask

Ctrl+S Save your work often

Ctrl+Z Undo your last action

Ctrl+0 Fit your layout to screen

Ctrl + Zoom in (or + on the Numeric Keypad)

Ctrl – Zoom out (or – on the Numeric Keypad)

Spacebar Move your view around

Basic Shortcuts

Ctrl+S Save

Ctrl+X Cut

Ctrl+C Copy

Ctrl+V Paste

Ctrl+P Print

Ctrl+Z Undo

Ctrl+Y Redo

Advanced Shortcuts

Ctrl+T To transform a layer (resize rotate etc)

Move Layers

Ctrl+[Move down layer stack

Ctrl+] Move up layer stack

Ctrl+Shift+[Move to top of layer stack

Ctrl+Shift+] Move to bottom of layer stack

1-9,0 will change the % Opacity

Brushes

[decrease brush size

] increase brush size

Shift+[decrease brush size

Shift+] increase brush size

Masking Shortcuts

X To exchange foreground and background colour

D To reset foreground and background colour

Tool Shortcuts

V Move

Z Zoom

T Text

M Marquee

B Brush

A Quick Select

For more Keyboard Shortcuts

Check out

[Adobe Help – Keys for Selecting tools](#)

[Adobe Help – Keyboard Shortcuts](#)

[PSE10 for Dummies Cheat Sheet](#)

[Photoshop Shortcuts by the Daily Digi](#)

[Two Peas Digi 101 Class](#)

[Photoshop Quick Keys at MScraps](#)