

# Cheat Sheet for Photoshop Elements...

-Use “**Command**” for Macs & “**Control**” for PCs

-**Command/Control G** = The “magic key” for digital templates. Clips top layer into layer beneath it.

-**Command/Control Z** = undo key

-Two Ways to Open a File:

#1 - **File > Open**: opens file into the “Project Bin”

#2 - **File > Place**: places file right onto the template

-Select “**Move**” Tool & be sure “**Auto Select Tool**” is checked. This allows you to click on any element or paper & move it.

-To “**Resize**” an object, select the corner & drag in or out. Then click the green check mark to commit the operation.

-To “**Save**” your layout, go to **File > Save As**, choose the folder you’d like to save it in, & rename it.

-To “**Print**” your layout, go to **File > Save As**, & save your layout as a **JPEG** file.

-To “**Hide**” a layer, click on the eyeball.

- To “**Delete**” a layer, click on it & then click on the “**Trash-can**” icon at the bottom right of the layers palette.

-**Remember**: the “layers” are just like stacking paper. The layer that is on top will cover the layers beneath it.