

**Unit 1—Basics**

1. Navigator palette
2. Zoom (Control + \_\_\_\_ to zoom in and Control + \_\_\_\_ to zoom out)
3. Fit to screen (Control + \_\_\_\_)
4. Show actual pixels (no zoom) is Control + \_\_\_\_ + \_\_\_\_
5. Hand tool (shortcut is \_\_\_\_\_)
6. Screen mode (View>Screen Mode>Standard Screen Mode is the common one); if in Full Screen mode, press \_\_\_\_ to return to the standard mode.
7. Standard (preview) cursor and precise (crosshair) cursor (shortcut to switch is \_\_\_\_\_)
8. Tools have “options” you can change on the Options Bar
9. Rulers (View>Rulers or press Control+\_\_); to change measurement, \_\_\_\_\_ ruler
10. Resize: \_\_\_\_\_
11. Crop: \_\_\_\_\_
12. Canvas Size: \_\_\_\_\_
13. File>Save for Web and Devices
  - a. Best for web and you can select one of three filetypes: \_\_\_\_\_
  - b. Filetype for portfolio should be: \_\_\_\_\_
  - c. Resize first! Set width or height to \_\_\_\_\_ pixels! If it's too big, it will yell at you. ☹
14. File>Save As types
  - a. PSD: \_\_\_\_\_
  - b. JPG: \_\_\_\_\_
15. Missing a palette? Click \_\_\_\_\_ menu!
16. Palettes all out of whack? Reset your workspace. \_\_\_\_\_ > \_\_\_\_\_ > \_\_\_\_\_
17. Undo is different → Control+\_\_\_\_ is “step back” but Control +\_\_+\_\_\_\_ is undo
18. Other way to undo is to use History palette
19. A History snapshot is: \_\_\_\_\_
20. Printing—where is preview? \_\_\_\_\_
21. Printing orientation: horizontal is \_\_\_\_\_ vertical is \_\_\_\_\_
22. When printing always pick \_\_\_\_\_ before setting scale, orientation, or position.
23. For special printing things, such as changing paper type or tray, click: \_\_\_\_\_