

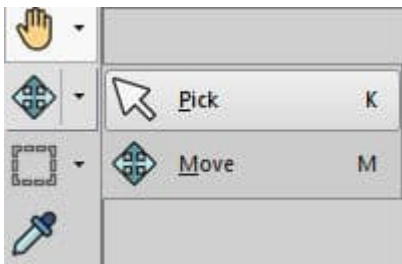
## How to add shortcuts in PaintShop Pro

### Description

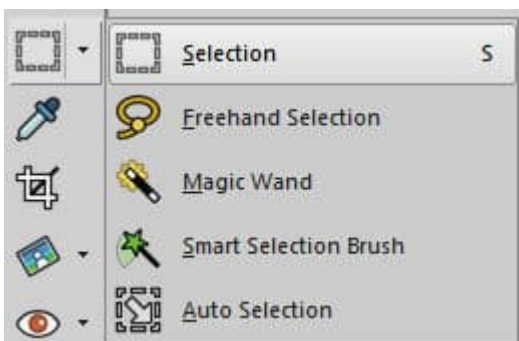
PaintShop Pro comes with a lot of tools, settings, and functions. Although they are all available through the tools palette or the different menus, there are already some shortcuts to access them too. Let's look at the existing shortcuts and how you can even add your own.

### What are the shortcuts?

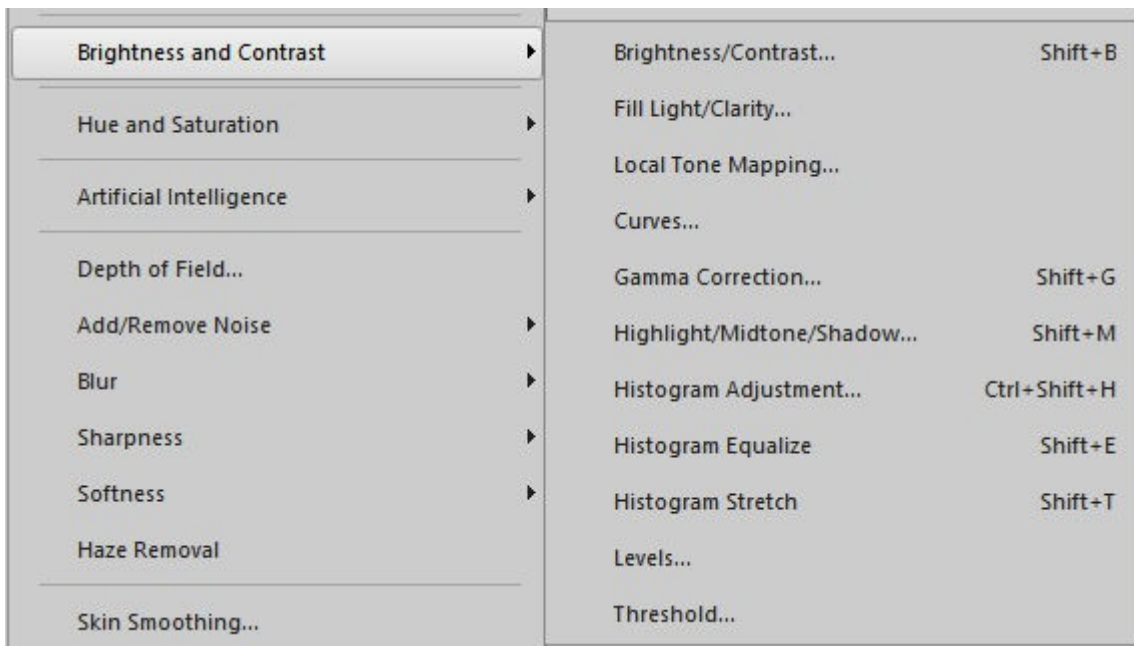
Every tool or command that has a shortcut will display it beside their name. Usually, for Tools, you can access them with a single keystroke. For example, for the **Pick** tool and the **Move** tool, you can see the letters K and M beside them.



The **Selection** tool will use the S as a shortcut.



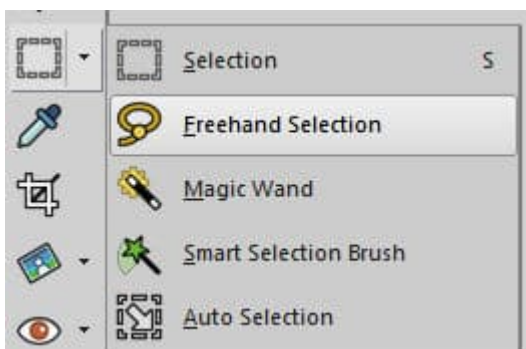
On the other hand, commands usually have a combination of keystrokes to access them. Here is an example of commands that include one keystroke with a modifier.



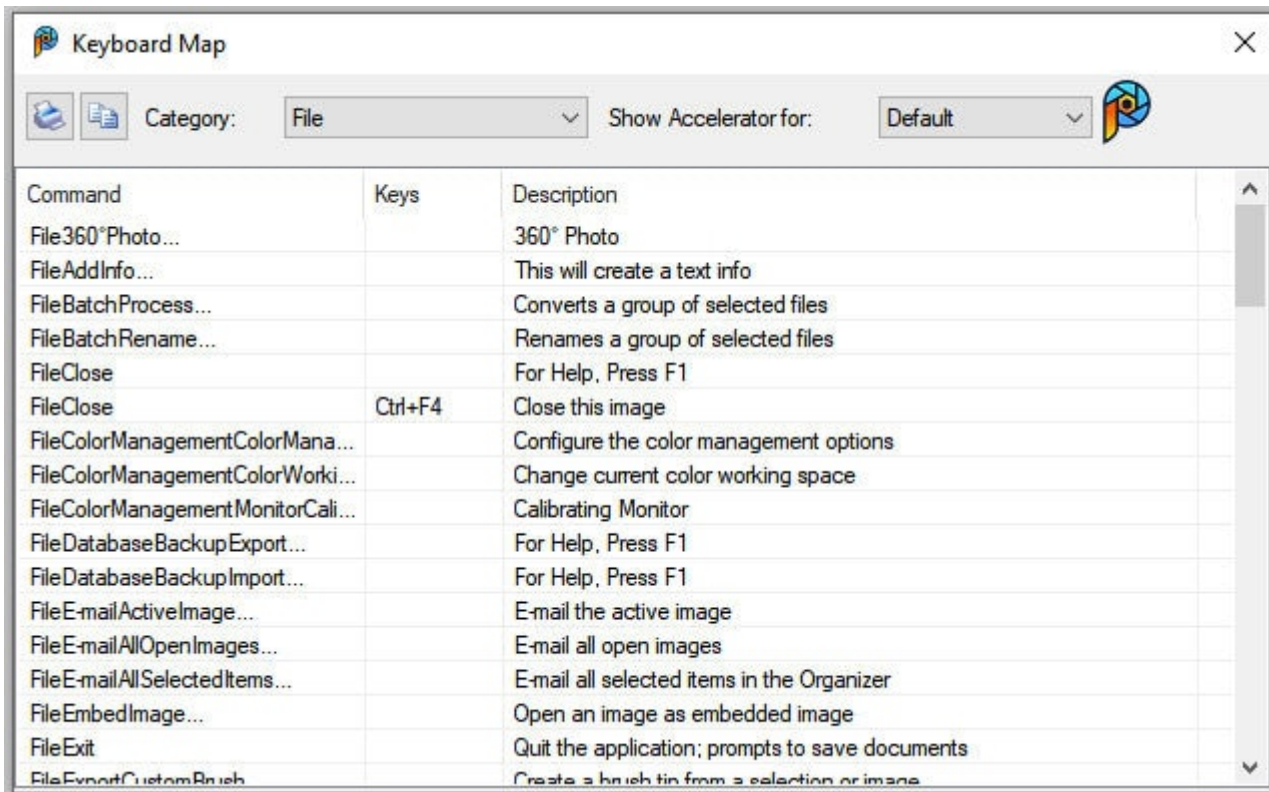
## What shortcut is available?

As you can see, not all tools and commands have a shortcut associated with them. There are some tools and commands that you might use often, and you wish there was a shortcut for them. Can you add them? Yes you can.

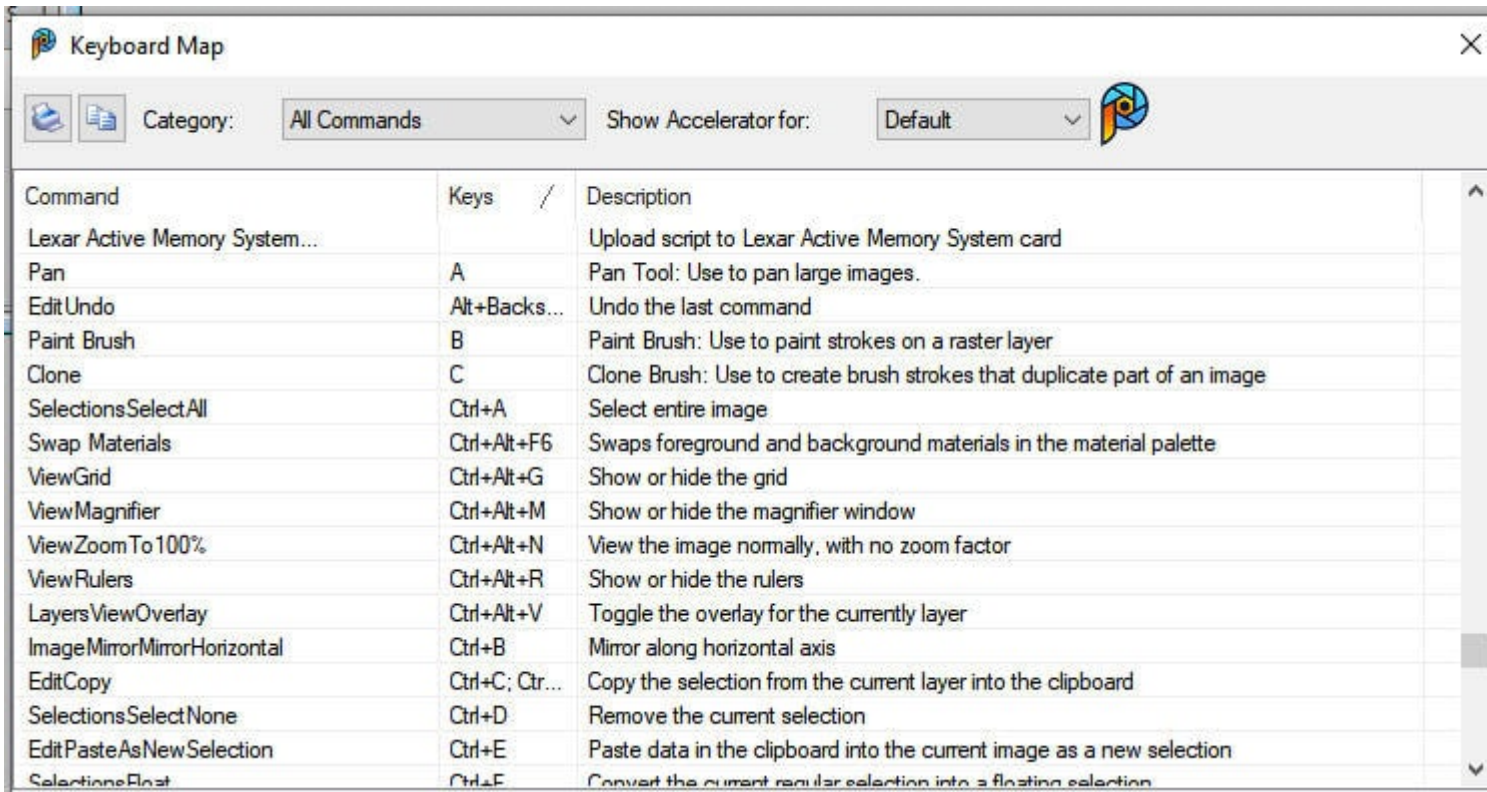
Let's start with the **Freehand Selection** tool. That tool has no keyboard shortcut. If we want to add one to it, we have to know what key is NOT used as a shortcut, currently. You might hope to use a key that refers to the name in question (let's say F for "Freehand", or maybe the H for "freeHand").



You can check what shortcuts are already in use under **Help > Keyboard map**. This dialog window will appear.

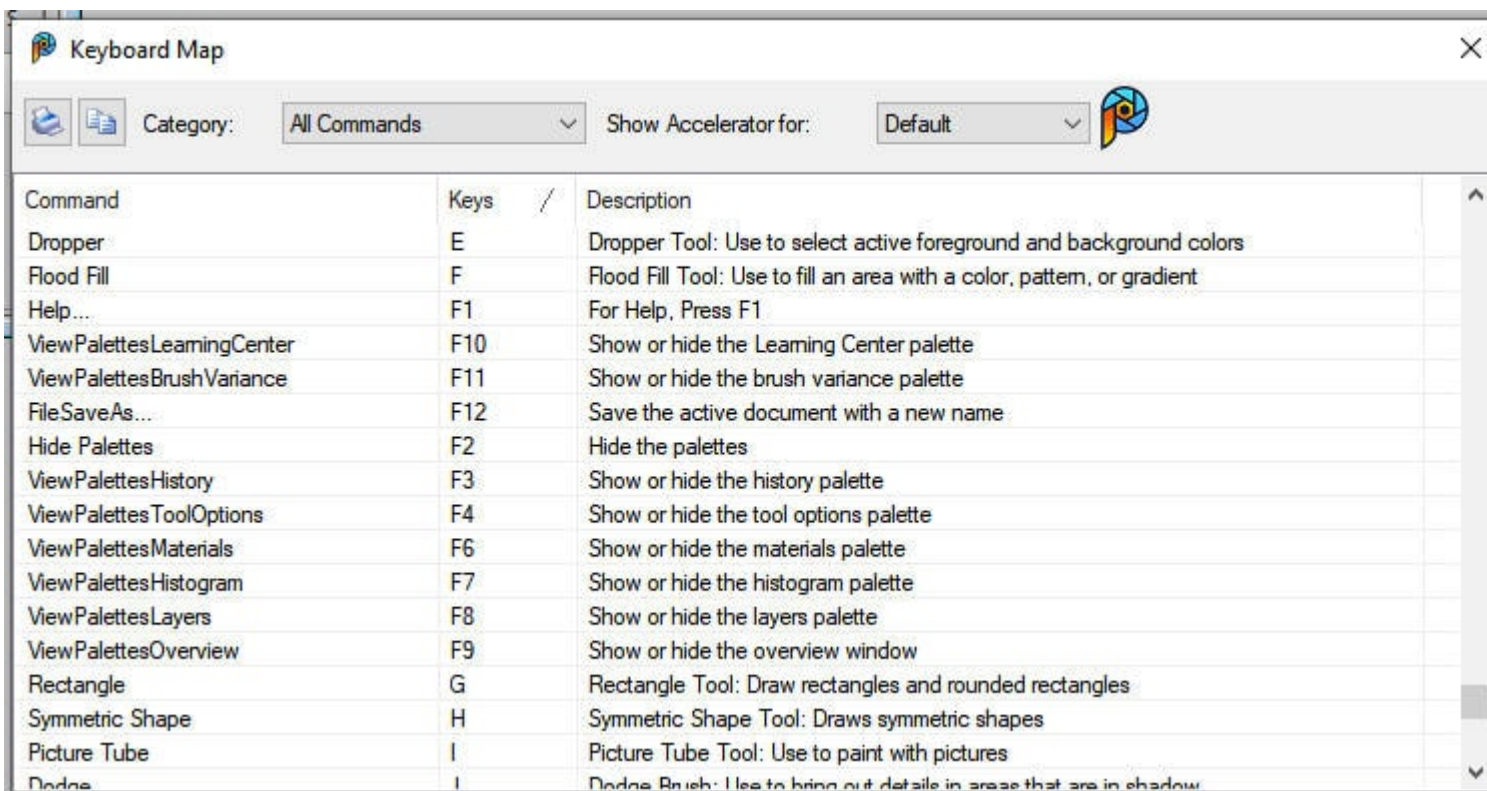


You can place all the keyboard shortcuts in alphabetical order, by choosing the All commands for the **Category** (on top) and clicking the **Keys** column. You will need to scroll to to the bottom as the commands without shortcuts will appear on top.



Command	Keys	Description
Lexar Active Memory System...		Upload script to Lexar Active Memory System card
Pan	A	Pan Tool: Use to pan large images.
Edit Undo	Alt+Backs...	Undo the last command
Paint Brush	B	Paint Brush: Use to paint strokes on a raster layer
Clone	C	Clone Brush: Use to create brush strokes that duplicate part of an image
SelectionsSelectAll	Ctrl+A	Select entire image
Swap Materials	Ctrl+Alt+F6	Swaps foreground and background materials in the material palette
ViewGrid	Ctrl+Alt+G	Show or hide the grid
ViewMagnifier	Ctrl+Alt+M	Show or hide the magnifier window
ViewZoom To 100%	Ctrl+Alt+N	View the image normally, with no zoom factor
ViewRulers	Ctrl+Alt+R	Show or hide the rulers
LayersViewOverlay	Ctrl+Alt+V	Toggle the overlay for the currently layer
ImageMirrorMirrorHorizontal	Ctrl+B	Mirror along horizontal axis
EditCopy	Ctrl+C; Ctr...	Copy the selection from the current layer into the clipboard
SelectionsSelectNone	Ctrl+D	Remove the current selection
EditPasteAsNewSelection	Ctrl+E	Paste data in the clipboard into the current image as a new selection
SelectionsFloat	Ctrl+F	Convert the current regular selection into a floating selection

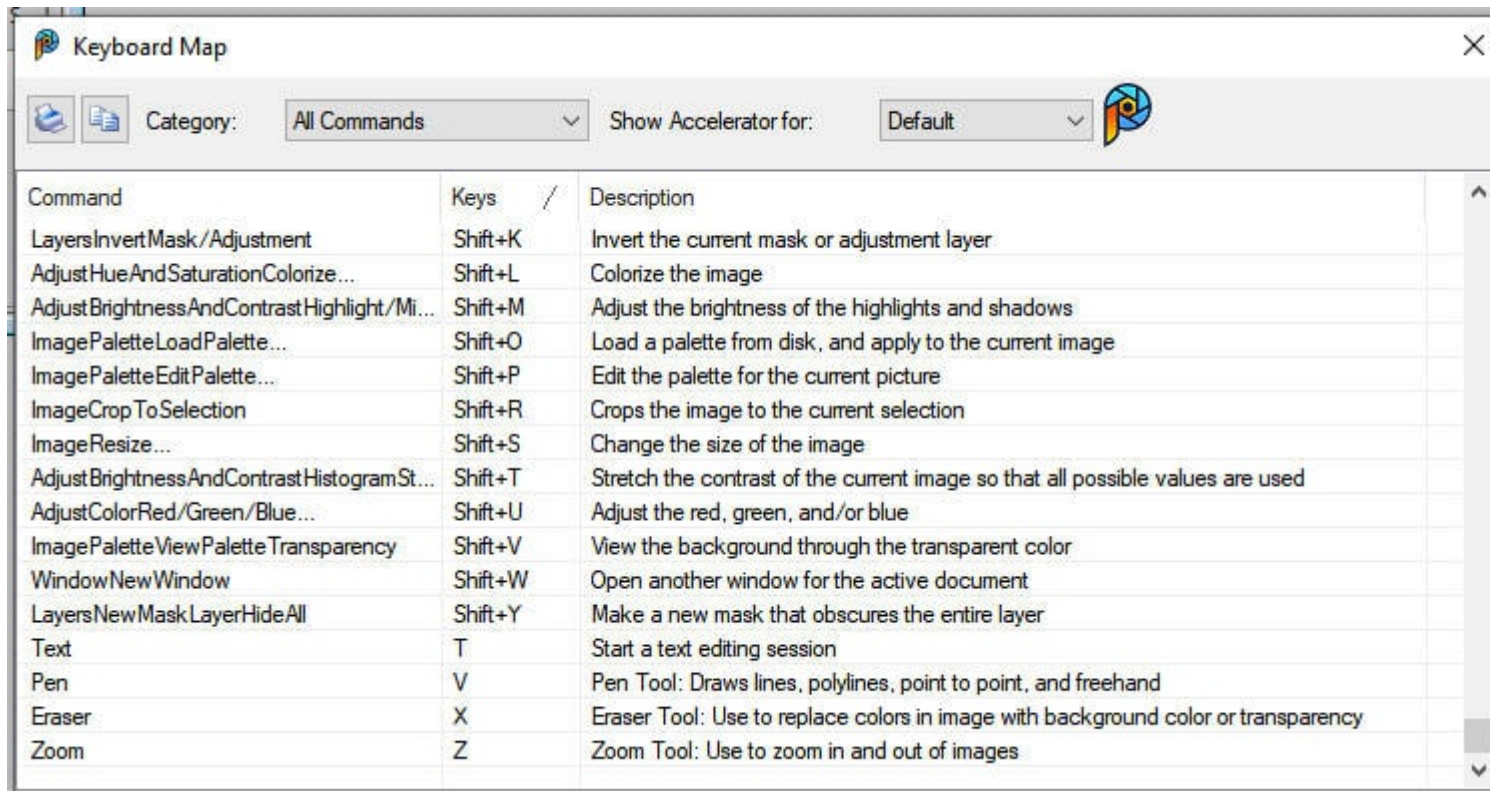
Scroll to the F or H to see if they are in use. In this case, the F is already used for **Fill**, and the H is used for the **Symmetric Shape** tool. So you can't use those keys.



Command	Keys	Description
Dropper	E	Dropper Tool: Use to select active foreground and background colors
Flood Fill	F	Flood Fill Tool: Use to fill an area with a color, pattern, or gradient
Help...	F1	For Help, Press F1
ViewPalettesLearningCenter	F10	Show or hide the Learning Center palette
ViewPalettesBrushVariance	F11	Show or hide the brush variance palette
FileSaveAs...	F12	Save the active document with a new name
Hide Palettes	F2	Hide the palettes
ViewPalettesHistory	F3	Show or hide the history palette
ViewPalettesToolOptions	F4	Show or hide the tool options palette
ViewPalettesMaterials	F6	Show or hide the materials palette
ViewPalettesHistogram	F7	Show or hide the histogram palette
ViewPalettesLayers	F8	Show or hide the layers palette
ViewPalettesOverview	F9	Show or hide the overview window
Rectangle	G	Rectangle Tool: Draw rectangles and rounded rectangles
Symmetric Shape	H	Symmetric Shape Tool: Draws symmetric shapes
Picture Tube	I	Picture Tube Tool: Use to paint with pictures
Dodge	I	Dodge Brush: Use to bring out details in areas that are in shadow



Let's scroll further to see if other single keys are not used. And we see that U, W, and Y are not used.

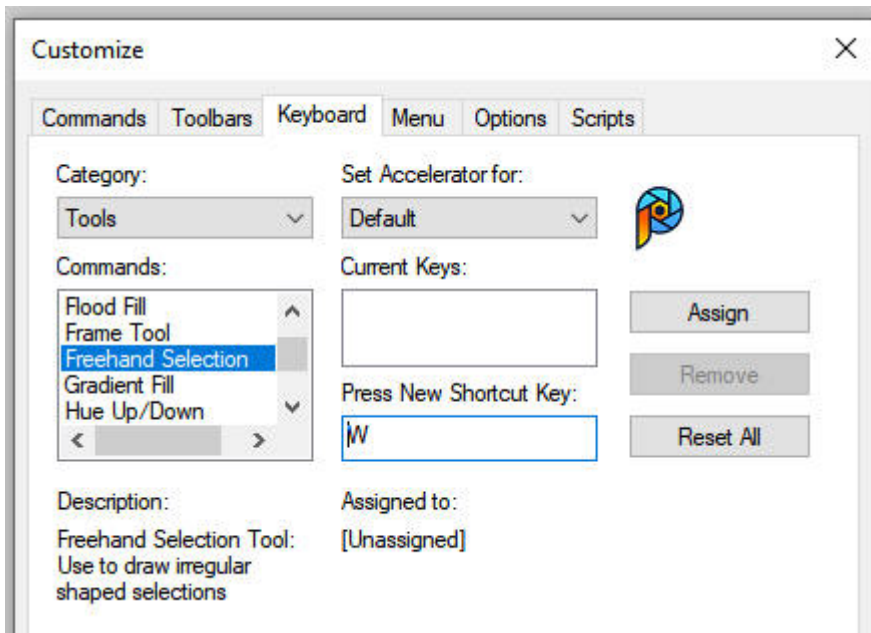


Command	Keys	Description
LayersInvertMask/Adjustment	Shift+K	Invert the current mask or adjustment layer
Adjust Hue And Saturation Colorize...	Shift+L	Colorize the image
Adjust Brightness And Contrast Highlight/Mi...	Shift+M	Adjust the brightness of the highlights and shadows
Image Palette Load Palette...	Shift+O	Load a palette from disk, and apply to the current image
Image Palette Edit Palette...	Shift+P	Edit the palette for the current picture
Image Crop To Selection	Shift+R	Crops the image to the current selection
Image Resize...	Shift+S	Change the size of the image
Adjust Brightness And Contrast Histogram St...	Shift+T	Stretch the contrast of the current image so that all possible values are used
Adjust Color Red/Green/Blue...	Shift+U	Adjust the red, green, and/or blue
Image Palette View Palette Transparency	Shift+V	View the background through the transparent color
Window New Window	Shift+W	Open another window for the active document
Layers New Mask Layer Hide All	Shift+Y	Make a new mask that obscures the entire layer
Text	T	Start a text editing session
Pen	V	Pen Tool: Draws lines, polylines, point to point, and freehand
Eraser	X	Eraser Tool: Use to replace colors in image with background color or transparency
Zoom	Z	Zoom Tool: Use to zoom in and out of images

Let's choose to use W for our **Freehand** selection tool.

## Adding a new shortcut

Under **View > Customize**, you can go to the **Keyboard** tab. Choose the Tools (you will have less to scroll than choosing All commands), and scroll to **Freehand Selection** on the left pane. Then, in the **Press New Shortcut Key**, on the right, simply type W (that is case insensitive so don't worry about uppercase or lowercase).



And click **Assign**. Then close that window. Let's look at our tools now:



As you can see, the new shortcut shows up beside the tool. You can now use it like any other shortcuts.

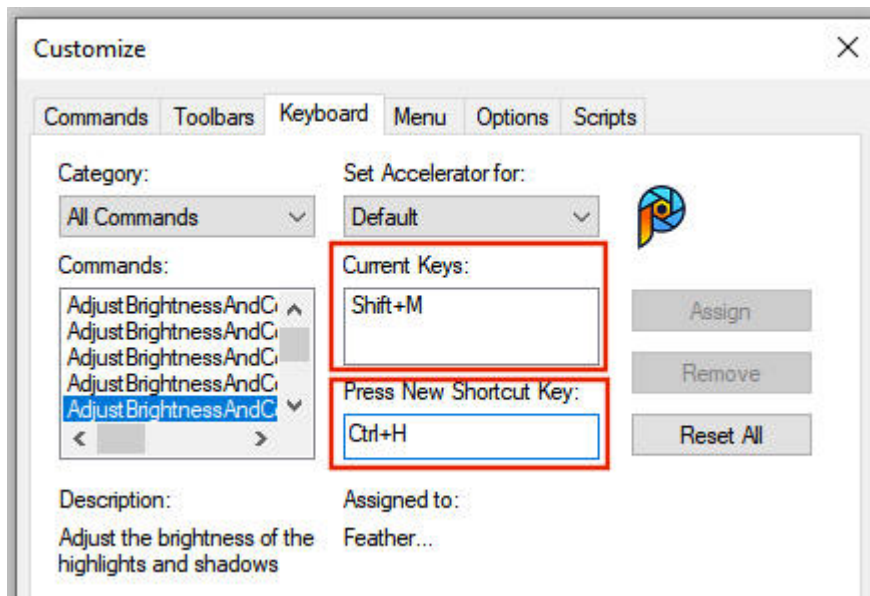
This is an example where we used a single key for the shortcut. It seems to make sense for tools as they are all single-key shortcuts, while commands often have a modifier (Shift, Ctrl, or Alt, or a combination of two). The same process applies if you want to create a new shortcut for any command. When you assign the new shortcut, just press the keys in question (like "Shift+P" or "Alt+B"). Those modifiers will appear without you having to type them "by name".

## Can you change a shortcut?

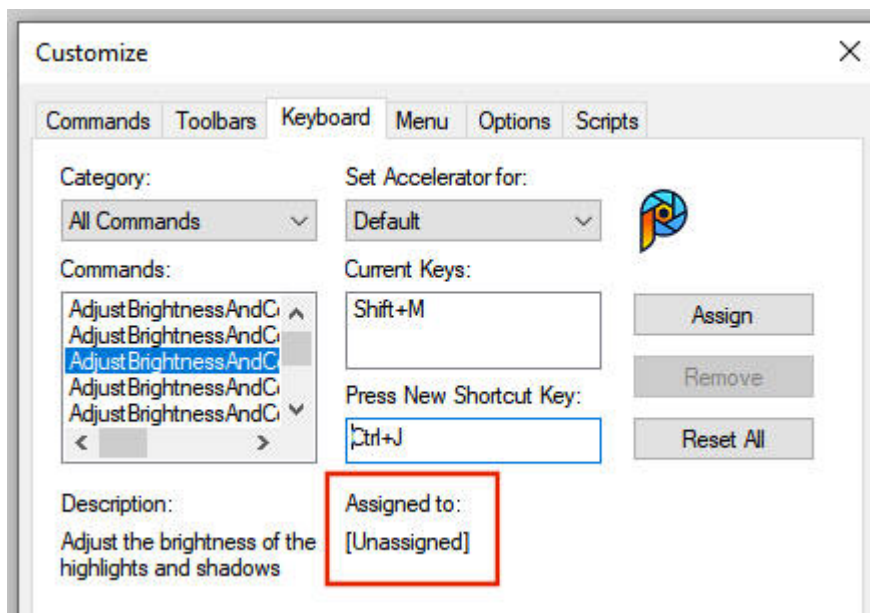
Many tools and commands have shortcuts, but you might not use some of those commands, or at least not often enough to need a shortcut (since you have to remember it too). That means that you can reassign an existing shortcut to a different tool/command or replace an existing shortcut by something else you prefer.

As an example, let's select the **Highlight/Midtone/Shadow** command. It has a **Shift-M** as the default

shortcut. It will show in the **Current Keys**. If you want to add a different shortcut (like I entered **Ctrl-H**), it will tell me if that last shortcut is already in use. In this example, that shortcut is already assigned to the **Feather** command.



If this shortcut is assigned now, it will be removed from the **Feather** command. However, if I change it to , it tells me that it is unassigned so I can use it.



As you can see, shortcuts are meant to help you work faster, and by customizing them, you can improve your own workflow.

You can change or add any number of shortcuts for tools and commands. Beware that if you reset your preferences, those shortcuts will likely revert to default. Also, if you ever create tutorials for others, don't use those shortcuts as they will not be assigned in your readers' or viewers' workspace.

Will you change your shortcuts?

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myclone