

KEYS FOR WORKING WITH PANELS

	RESULT	MAC OS
	Show/hide side panels	Tab
x	Show/hide all panels	Shift + Tab
	Show/hide toolbar	T
	Show/hide Module Picker	F5
	Show/hide Filmstrip	F6
	Show/hide left panels	F7
	Show/hide right panels	F8

KEYS FOR CHANGING VIEWS AND SCREEN MODES

	RESULT	MAC OS
x	Enter Library Loupe view	E
x	Enter Library Grid view	G
	Enter Library Compare view	C
x	Enter Library Survey view	N
X	Open selected photo in the Develop module	D
X	Cycle forward / backward through Lights Out modes	L / Shift + L
	Toggle Lights Dim mode	Command + Shift + L
	Cycle screen modes	F
	Previous screen mode	Shift + F
X	Switch between Normal and full-screen, hide panels	Command + Shift + F
	Go to Normal screen mode	Command + Option + F
	Cycle info overlay	I

KEYS FOR USING A SECONDARY WINDOW

Note: the shortcuts for using the secondary window are the same as the equivalent shortcuts in the library module

	RESULT	MAC OS
	Open secondary window	Command + F11
	Enter Grid view	Shift + G
	Enter normal Loupe view	Shift + E
	Enter locked Loupe view	Command + Shift + Return
	Enter Compare view	Shift + C
	Enter Survey view	Shift + N
	Enter Slideshow view	Command + Option + Shift + Return
	Enter full-screen mode (requires a second monitor)	Command + Shift + F11

KEYS FOR MANAGING PHOTOS AND CATALOGS

	RESULT	MAC OS
X	Import photos from disk	Command + Shift + I
	Open catalog	Command + Shift + O
	Hide/show tether capture bar	Command + T
	Create a new folder in the Library module	Command + Shift + N
	Show in Explorer / Finder (Library and Develop module only)	Command + R
	Go to next/previous photo in the Filmstrip	Right Arrow/Left Arrow

x	Rename photo (in Library module)	F2
x	Delete selected photo(s)	Delete
	Delete selected photo(s) and move to Trash (Mac OS)	Command + Option + Shift + Delete
x	Export selected photo(s)	Command + Shift + E
	Export with previous settings	Command + Option + Shift + E
	Print selected photo	Command + P
	Open Page Setup dialog box	Command + Shift + P

KEYS FOR COMPARING PHOTOS IN THE LIBRARY MODULE

	RESULT	MAC OS
	Switch to Loupe view	E or Return
	Switch to Grid view	G or Esc
	Switch to Compare view	C
	Switch to Survey view	N
	Zoom in / zoom out in Loupe view	Command + = / Command + -
x	Play impromptu slide show	Command + Return
x	Rotate photo right (clockwise)	Command +]
x	Rotate photo left (counterclockwise)	Command + [
x	Increase/decrease Grid thumbnail size	= / -
	Select only active photo	Command + Shift + D
	Deselect active photo	/
	Add previous/next photo to selection	Shift + Left/Right Arrow
	Select flagged photos	Command + Option + A
	Deselect unflagged photos	Command + Option + Shift + D
x	Group into stack	Command + G
x	Unstack	Command + Shift + G
	Toggle stack	S
	Move to top of stack	Shift + S
	Move up in stack	Shift + [
	Move down in stack	Shift +]

KEYS FOR RATING AND FILTERING PHOTOS

	RESULT	MAC OS
x	Set star rating	1 through 5
	Set star rating and go to next photo	Shift + 1 - 5
x	Remove star rating	0
	Remove star rating and go to next photo	Shift + 0
x	Assign a color label	6 through 9
	Assign a color label and go to next photo	Shift + 6 - 9
x	Flag photo as a pick	P
	Flag photo as a pick and go to next photo	Shift + P
x	Flag photo as a reject	X
	Flag photo as a reject and go to next photo	Shift + X
	Unflag photo	U
	Unflag photo and go to next photo	Shift + U

	Increase / decrease flag status	Command + Up Arrow / Command + Down Arrow
	Cycle flag settings	' (back quote)
x	Refine photos	Command + Option + R
	Show/hide Library Filter bar	\
	Open multiple filters in the Filter bar	Shift-click filter labels
	Toggle filters on/off	Command + L
	Find photo in the Library module	Command + F

KEYS FOR WORKING WITH COLLECTIONS

	RESULT	MAC OS
	Create a new collection in the Library module	Command + N
x	Add to Quick Collection	B
	Show Quick Collection	Command + B
x	Save Quick Collection	Command + Option + B
	Clear Quick Collection	Command + Shift + B
	Set as target collection	Command + Option + Shift + B

KEYS FOR WORKING WITH METADATA AND KEYWORDS IN THE LIBRARY MODULE

	RESULT	MAC OS
	Add keywords	Command + K
	Edit keywords	Command + Shift + K
	Set a keyword shortcut	Command + Option + Shift + K
	Add/remove keyword shortcut from selected photo	Shift + K
	Enable painting	Command + Option + K
	Add a keyword from a keyword set to selected photo	Option + 1-9
	Cycle forward / backward through keyword sets	Option + 0 / Option + Shift + 0
	Copy/paste metadata	Command + Option + Shift + C / Command + Option + Shift + V
	Save metadata to file	Command + S
	Open Spelling dialog box	Command + :
	Check spelling	Command + ;
	Open Character palette	Command + Option + T

KEYS FOR WORKING IN THE DEVELOP MODULE

	RESULT	MAC OS
x	Convert to gray scale	V
	Auto tone	Command + U
	Auto white balance	Command + Shift + U
	Edit in Photoshop	Command + E
	Copy/paste Develop settings	Command + Shift + C / Command + Shift + V
x	Increase/decrease selected slider in small increments	Up Arrow / Down Arrow or + / -
	Increase/decrease selected slider in larger increments	Shift + Up Arrow / Shift + Down Arrow or Shift ++ / Shift +-
	Cycle through Basic panel settings (forward/backward)	. (period) / , (comma)

	Reset a slider	Double-click slider name
	Reset a group of sliders	Option-click group name
	Reset all settings	Command + Shift + R
	Sync settings	Command + Shift + S
	Sync settings bypassing Synchronize Settings dialog box	Command + Option + S
	Toggle Auto Sync	Command-click Sync button
	Enable Auto Sync	Command + Option + Shift + A
	Match total exposures	Command + Option + Shift + M
	Select White Balance tool (from any module)	W
x	Select the Crop tool (from any module)	R
	Constrain aspect ratio when Crop tool is selected	A
	Crop from center of photo	Option-drag
	Cycle Crop grid overlay	O
	Cycle Crop grid overlay orientation	Shift + O
	Switch crop between portrait and landscape orientation	X
	Reset crop	Command + Option + R
x	Select the Spot Removal tool	Q
	Select the Adjustment Brush tool (from any module)	K
	Select the Graduated Filter tool	M
	Increase/decrease brush size] / [
	Increase/decrease brush feathering	Shift +] / Shift + [
	Switch between local adjustment brush A and B	/
	Temporarily switch from brush A or B to Eraser	Option-drag
	Paint a horizontal or vertical line	Shift-drag
	Increase/decrease Amount	Drag adjustment pin right/left
	Show/hide local adjustment pin	H
	Show/hide local adjustment mask overlay	O
	Cycle local adjustment mask overlay colors	Shift + O
	Select Targeted Adjustment tool to apply a Tone Curve adjustment	Command + Option + Shift + T
	Select Targeted Adjustment tool to apply a Hue adjustment	Command + Option + Shift + H
	Select Targeted Adjustment tool to apply a Saturation adjustment	Command + Option + Shift + S
	Select Targeted Adjustment tool to apply a Luminance adjustment	Command + Option + Shift + L
	Select Targeted Adjustment tool to apply a Grayscale Mix adjustment	Command + Option + Shift + G
	Deselect Targeted Adjustment tool	Command + Option + Shift + N
	Show clipping	J
x	Rotate photo right (clockwise)	Command +]
x	Rotate photo left (counterclockwise)	Command + [
	Toggle between Loupe and 1:1 Zoom preview	Spacebar or Z
	Zoom in / zoom out	Command + = / Command + -
x	Play impromptu slide show	Command + Return
	View Before and After left/right	Y
	View Before and After top/bottom	Option + Y
	View Before and After in a split screen	Shift + Y
	View Before only	\
	Create a new snapshot	Command + N

Create a new preset	Command + Shift + N
Create a new preset folder	Command + Option + N
Open Develop view options	Command + J

KEYS FOR WORKING IN THE SLIDESHOW MODULE

RESULT	MAC OS
Play slide show	Return
Play impromptu slide show	Command + Return
Pause slide show	Spacebar
Preview slide show	Option + Return
End slide show	Esc
Go to next slide	Right Arrow
Go to previous slide	Left Arrow
Rotate photo right (clockwise)	Command +]
Rotate photo left (counterclockwise)	Command + [
Show/hide guides	Command + Shift + H
Export PDF slide show	Command + J
Export JPEG slide show	Command + Shift + J
Export video slide show	Command + Option + J
Create a new slide show template	Command + N
Create a new slide show template folder	Command + Shift + N
Save slide show settings	Command + S

, with the shift key added.

