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# Adobe Lightroom 4

## Mac Keyboard Shortcuts

Mac Shortcuts		
<b>Working with Catalogs</b>		
Open Catalog...		Cmd Shift O
Open Specific Catalog when opening Lightroom		Hold down Opt while opening Lightroom
<b>Import</b>		
Import Photos and Video...		Cmd Shift I
Tethered Capture	Hide Tethered Capture Window	Cmd T
	Shrink Tethered Capture Window	Opt-click on close button
	New Shot	Cmd Shift T
Layout Overlay	Show Layout Overlay	Cmd Opt O
	Choose Layout Overlay Image...	Cmd Opt Shift O
	Options	Hold Cmd key
<b>Workspace</b>		
Grid View	Go to Grid view	G
	Increase Grid Size	= (or +)
	Decrease Grid Size	-
	Show/Hide Extras	Cmd Shift H
	Show/Hide Badges	Cmd Opt Shift H
	Cycle Grid View Style	J
Loupe View	Go to Loupe view	E
	Show Info Overlay	Cmd I
	Cycle Info Display	I
Compare View	Go to Compare view	C
	Switch Select and Candidate	Down arrow

## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
	Make next photos Select and Candidate	Up arrow
	Swap most-selected/active photo	\
Survey View	Go to Survey view	N
Zoom	Toggle Zoom View	Z
	Zoom In	Cmd = (or +)
	(Zoom In Some)	Cmd Opt = (or +)
	Zoom Out	Cmd -
	(Zoom Out Some)	Cmd Opt -
	Open in Loupe	Return
View Options...		Cmd J
	Show / Hide Toolbar	T
Moving between Modules	Library Module	G/E/C/S or Cmd Opt 1
	Develop Module	D or Cmd Opt 2
	Map Module	Cmd Opt 3
	Book Module	Cmd Opt 4
	Slideshow Module	Cmd Opt 5
	Print Module	Cmd Opt 6
	Web Module	Cmd Opt 7
	Go Back to Previous Module	Cmd Opt up arrow
	Go Back	Cmd Opt left arrow
	Go Forward	Cmd Opt right arrow
Panels	Expand / Collapse Left Panels	Cmd Ctrl 0 - 9 (panel number)
	Expand / Collapse Right Panels	Cmd 0-9 (panel number)
	Open/Close All Panels	Cmd-click on panel header
	Toggle Solo Mode	Opt-click on panel header
	Open Additional Panel in Solo Mode	Shift-click on panel header
	Show / Hide Side Panels	Tab
	Show / Hide All Panels	Shift Tab
	Show / Hide Module Picker	F5
	Show / Hide Filmstrip	F6
	Show Left Panels	F7
	Show Right Panels	F8
Selections	Select All	Cmd A
	Select None	Cmd D or Cmd Shift A
	Select Only Active Photo	Cmd Shift D

## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
	Deselect Active Photo	/
	Select Multiple Contiguous Photos	Shift-click on photos
	Select Multiple Non-Contiguous Photos	Cmd-click on photos
	Add previous/next photo to selection	Shift left/right arrow
	Select Flagged Photos	Cmd Opt A
	Deselect Unflagged Photos	Cmd Opt Shift D
	Select Rated/Labeled Photo	Cmd-click on symbol in Filter bar
Moving between photos	Previous Selected Photo	Cmd left arrow
	Next Selected Photo	Cmd right arrow
Screen Mode	Normal	Cmd Opt F
	Full Screen and Hide Panels	Cmd Shift F
	Next Screen Mode	F
	Previous Screen Mode	Shift F
Lights Out	Lights Dim	Cmd Shift L
	Next Light Mode	L
	Previous Light Mode	Shift L
Secondary Display	Show Secondary Display	F11
	Full Screen	Cmd Shift F11
	Show Second Monitor Preview	Cmd Shift Opt F11
	Grid	Shift G
	Loupe - Normal	Shift E
	Loupe - Locked	Cmd Shift Return
	Compare	Shift C
	Survey	Shift N
	Slideshow	Cmd Opt Shift Return
	Show Filter View	Shift \
	Zoom In	Cmd Shift = (or +)
	(Zoom In Some)	Cmd Shift Opt = (or +)
	Zoom Out	Cmd Shift -
	Zoom Out Some	Cmd Shift Opt -
	Increase Thumbnail Size	Shift = (or +)
	Decrease Thumbnail Size	Shift -
Hide Lightroom		Cmd H
Hide Others		Cmd Opt H
	Close Window	Cmd W

## Adobe Lightroom 4 - Keyboard Shortcuts

Mac Shortcuts		
	(Close All)	Cmd Opt W
	Minimize	Cmd M
	(Minimize All)	Cmd Opt M
	Lightroom Help...	F1
	Current Module Help...	Cmd Opt /
	Current Module Shortcuts...	Cmd /
	Plug in Manager	Cmd Opt Shift ,
	Preferences...	Cmd ,
	Catalog Settings...	Cmd Opt ,
	Quit Lightroom	Cmd Q
Library Module		
Undo/Redo	Undo	Cmd Z
	Redo	Cmd Shift Z
Quick Collection	Add to Quick Collection	B
	(Add to Quick Collection and Next)	Shift B
	Show Quick Collection	Cmd B
	Save Quick Collection...	Cmd Opt B
	Clear Quick Collection	Cmd Shift B
	Set Quick Collection as Target	Cmd Opt Shift B
Folders / Collections	New Collection...	Cmd N
	New Folder...	Cmd Shift N
	Expand all subfolders	Opt-click on folder disclosure triangle
	Show in Explorer/Finder	Cmd R
Stacking	Group into Stack	Cmd G
	Unstack	Cmd Shift G
	Collapse/Expand Stack	S
	Move to Top of Stack	Shift S
	Move Up in Stack	Shift [
	Move Down in Stack	Shift ]
Toggle Flag	Flagged	P
	Unflagged	U
	Rejected	X
	Toggle Flag	`
	Increase Flag Status	Cmd up arrow

## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
	Decrease Flag Status	Cmd down arrow
	Auto Advance	Hold shift while using P, U, X or turn on Caps Lock
Toggle Rating	0 - 5 stars	0, 1, 2, 3, 4, 5
	Decrease Rating	[
	Increase Rating	]
	Auto Advance	Hold shift while using 0-5 or turn on Caps Lock
Toggle Color Label	Red, Yellow, Green, Blue Label	6-9
	Auto Advance	Hold shift while using 6-9 or turn on Caps Lock
Painter Tool	Enable Painting	Cmd Opt K
Rename	Rename Photo...	F2
Rotation	Rotate Left (CCW)	Cmd [
	Rotate Right (CW)	Cmd ]
Delete	Delete Photo...	Delete
	Remove Photo from Catalog...	Opt Delete
	(Remove and Trash Photo...)	Cmd Opt Shift Delete
Metadata	Copy Metadata...	Cmd Opt Shift C
	Paste Metadata	Cmd Opt Shift V
	Enable Metadata Auto Sync	Cmd Opt Shift A
	Save Metadata to File	Cmd S
	Show Spelling and Grammar	Cmd :
	Check Spelling	Cmd ;
OS Copy/Paste (within text fields)	Cut	Cmd X
	Copy	Cmd C
	Paste	Cmd V
Keywording	Go to Add Keywords field	Cmd K
	(Change Keywords...)	Cmd Shift K
	Set Keyword Shortcut...	Cmd Opt Shift K
	Toggle Keyword Shortcut	Shift K
	Next Keyword Set	Opt 0
	Previous Keyword Set	Opt Shift 0
	Apply Keyword	(Opt numberpad for 1 9)
Filtering	Enable/Disable Filters	Cmd L
	Show Filter Bar	\
	Refine Photos...	Cmd Opt R

## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
Text Filters	Select Text Filter	Cmd F
	Starts with...	+ at beginning of word
	Ends with...	+ at end of word
	Doesn't Contain...	! at beginning of word
<b>Video Editing</b>		
Trimming	Set In Point	Shift I
	Set Out Point	Shift O
Toggle Play/Pause		Space
<b>Develop Module</b>		
	Go to Develop	D
Copying, Pasting & Syncing	Copy Settings...	Cmd Shift C
	Paste Settings	Cmd Shift V
	Paste Settings from Previous	Cmd Opt V
	Sync Settings...	Cmd Shift S
	Sync Settings - no dialog	Cmd Opt S
	Enable Develop Auto Sync	Cmd Opt Shift A
	Match Total Exposures	Cmd Opt Shift M
Sliders	Select next Basic panel slider	.
	Select previous Basic panel slider	,
	Increase slider value	= (or +)
	Decrease slider value	-
	Move slider value by larger increment	Shift while using = (or +) or -
	Move slider value by smaller increment	Opt while using = (or +) or -
Auto	Go to White Balance Tool	W
	Auto White Balance	Cmd Shift U
	Auto Tone	Cmd U
Black & White	Toggle Black & White	V
Snapshots & Virtual Copies	Create Snapshot	Cmd N
	Create Virtual Copy	Cmd '
Presets	New Preset...	Cmd Shift N
	New Preset Folder...	Cmd Opt N
Before / After Previews	Toggle Before/After	\
	Left / Right	Y

## Adobe Lightroom 4 - Keyboard Shortcuts

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		Mac Shortcuts
	Top / Bottom	Opt Y
	Split Screen	Shift Y
	Copy After's Settings to Before	Cmd Opt Shift left arrow
	Copy Before's Settings to After	Cmd Opt Shift right arrow
	Swap Before and After Settings	Cmd Opt Shift up arrow
Targeted Adjustment Tool	Deselect TAT	Cmd Opt Shift N
	Tone Curve	Cmd Opt Shift T
	Hue	Cmd Opt Shift H
	Saturation	Cmd Opt Shift S
	Luminance	Cmd Opt Shift L
	Black & White Mix	Cmd Opt Shift G
Clipping Indicators	Show Clipping	J
	Temporarily Show Clipping	Hold Opt while moving slider
Reset	Reset Slider	Double-click on slider label
	Reset Group of Sliders	Double-click on group name
	Reset All Settings	Cmd Shift R
Cropping	Go to Crop Tool	R
	Reset Crop	Cmd Opt R
	Constrain Aspect Ratio	A
	Crop to Same Aspect Ratio	Shift A
	Rotate Crop Aspect	X
	Crop from Center of Photo	Opt while dragging
	Rotation Angle Ruler	Cmd-click on start and end points
	Cycle Grid Overlay	O
	Cycle Grid Overlay Orientation	Shift O
Spot Removal	Go to Spot Removal	Q
	Increase spot size	]
	Decrease spot size	[
	Hide Pins or Spots	H
	Delete Pin or Spot	Select Spot then Delete
Local Adjustments	Go to Adjustment Brush	K
	Go to Graduated Filter	M
	Show Overlay	O
	Cycle Overlay Color	Shift O
	Switch brush A / B	/

## Adobe Lightroom 4 - Keyboard Shortcuts

Mac Shortcuts		
	Temporary Eraser	Hold Opt
	Increase brush size	]
	Decrease brush size	[
	Increase brush feathering	Shift ]
	Decrease brush feathering	Shift {
	Set Flow value	0-9
	Constrain Brush to Straight Line	Shift while dragging
	Constrain Gradient to 90 degrees	Shift while dragging
	Invert Gradient	' (apostrophe)
	Hide Pins or Spots	H
	Confirm brush stroke	Return
	Delete Pin or Spot	Select pin then Delete
	Increase or decrease Amount slider	Click and drag horizontally on pin
Soft Proofing	Show/Hide Soft Proof	S
	Destination Gamut Warning	Shift S

### Edit in Photoshop & Other Programs

Edit in...	Edit in Photoshop...	Cmd E
	Edit in Other Application...	Cmd Opt E

### Export

Export...		Cmd Shift E
Export with Previous		Cmd Opt Shift E
Email Photo...		Cmd Shift M

### Map Module

Previous Photo		Cmd left arrow
Next Photo		Cmd right arrow
Search...		Cmd F
Tracklog	Previous Track	Cmd Opt Shift T
	Next Track	Cmd Opt T
Delete GPS Coordinates		Delete
Delete All Location Metadata		Cmd Delete
Show Filter Bar		\
Show Map Info		I



## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
Show Saved Location Overlay		O
Lock Markers		Cmd K
Map Style	Hybrid	Cmd 1
	Road Map	Cmd 2
	Satellite	Cmd 3
	Terrain	Cmd 4
	Light	Cmd 5
	Dark	Cmd 6
Zoom Map	Zoom In	= (or +)
	Zoom Out	-
	Zoom to Selection	Opt-drag rectangle on map
Book Module		
Selections	Select All Text Cells	Cmd Opt A
	Select All Photo Cells	Cmd Opt Shift A
Select Multiple Cells		Shift-click
Copy/Paste	Copy Layout	Cmd Shift C
	Paste Layout	Cmd Shift V
Delete	Remove Photo from Page	Delete
	Remove Page	Cmd Shift Delete
Create Saved Book		Cmd S
Go to	Beginning	Cmd Shift left arrow
	Previous Page	Cmd left arrow
	Next Page	Cmd right arrow
	End	Cmd Shift right arrow
Show Header Bar		\
Show Guides		Cmd Shift G
Guides	Page Bleed	Cmd Shift J
	Text Safe Area	Cmd Shift U
	Photo Cells	Cmd Shift K
	Filler Text	Cmd Shift H
Show Info Overlay		I
View Options	Multi-Page View	Cmd E
	Spread View	Cmd R
	Single Page View	Cmd T

## Adobe Lightroom 4 - Keyboard Shortcuts

		Mac Shortcuts
	Zoomed Page View	Cmd U
	Next View Mode	Cmd = (or +)
	Previous View Mode	Cmd -
	Increase Grid Size	= (or +)
	Decrease Grid Size	-
Text Targeted Adjustment Tool	Text Size	Drag horizontally
	Leading/Line Height	Drag vertically
	Tracking	Cmd-drag horizontally
	Baseline Shift	Cmd-drag vertically
	Kerning	Drag horizontally over cursor / insertion point
	Temporarily deactivate TAT tool	Hold down Opt
	Exit the TAT tool	Escape
<b>Slideshow Module</b>		
	Impromptu Slideshow	Cmd Return
	New Template	Cmd N
	New Template Folder	Cmd Shift N
	Create Saved Slideshow	Cmd S
Go to	Next Slide	Right arrow
	Previous Slide	Left arrow
	Show Header Bar	\
	Show / Hide Guides	Cmd Shift H
	Run Slideshow	Return
	Pause Slideshow	Space
	End Slideshow	Escape
Export	PDF Slideshow...	Cmd J
	JPEG Slideshow...	Cmd Shift J
	Video Slideshow...	Cmd Opt J
<b>Print Module</b>		
	New Template	Cmd N
	New Template Folder	Cmd Shift N
	Create Saved Print	Cmd S
Go to	First Page	Cmd Shift left arrow
	Previous Page	Cmd left arrow

## Adobe Lightroom 4 - Keyboard Shortcuts

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		Mac Shortcuts
	Next Page	Cmd right arrow
	Last Page	Cmd Shift right arrow
Show Header Bar		\
Show / Hide Guides		Cmd Shift H
Guides	Page Bleed	Cmd Shift J
	Margins and Gutters	Cmd Shift M
	Image Cells	Cmd Shift K
	Dimensions	Cmd Shift U
Show/Hide Rulers		Cmd R
Page Setup...		Cmd Shift P
Print Settings...		Cmd Opt Shift P
Print...		Cmd P
Print One		Cmd Opt P
Web Module		
New Template		Cmd N
New Template Folder		Cmd Shift N
Create Saved Web Gallery		Cmd S
Reload		Cmd R
Use Advanced Settings		Cmd Opt Shift /
Preview in Browser...		Cmd Opt P
Export Web Photo Gallery...		Cmd J

### Standard Modifier Keys

On both platforms, in addition to keyboard shortcuts, the standard modifier keys are used in combination with mouse clicks to perform various tasks.

Ctrl (Windows) / Cmd (Mac) selects or deselects multiple items that are not necessarily consecutive. For example, hold down Ctrl (Windows) / Cmd (Mac) to select multiple photos, select multiple folders, select multiple keywords, etc.

Shift selects or deselects multiple consecutive items. For example, hold down Shift while clicking to select multiple photos, select multiple folders, select multiple keywords etc.

Alt (Windows) / Opt (Mac)—Changes the use of some controls. For example, in Quick Develop, it swaps the 'Clarity' and 'Vibrance' buttons for 'Sharpening' and 'Saturation.' In Develop panels, it changes the panel label to a panel 'Reset' button, and holding it down while moving some sliders shows masks or clipping warnings.

To switch catalogs when opening, hold down Ctrl (Windows) / Opt (Mac).