



# Adobe Lightroom 4

## Windows Keyboard Shortcuts

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

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows 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	Ctrl = (or +)
	(Zoom In Some)	Ctrl Alt = (or +)
	Zoom Out	Ctrl -
	(Zoom Out Some)	Ctrl Alt -
	Open in Loupe	Enter
View Options...		Ctrl J
	Show / Hide Toolbar	T
Moving between Modules	Library Module	G/E/C/S or Ctrl Alt 1
	Develop Module	D or Ctrl Alt 2
	Map Module	Ctrl Alt 3
	Book Module	Ctrl Alt 4
	Slideshow Module	Ctrl Alt 5
	Print Module	Ctrl Alt 6
	Web Module	Ctrl Alt 7
	Go Back to Previous Module	Ctrl Alt up arrow
	Go Back	Ctrl Alt left arrow
	Go Forward	Ctrl Alt right arrow
Panels	Expand / Collapse Left Panels	Ctrl Shift 0 - 9 (panel number)
	Expand / Collapse Right Panels	Ctrl 0-9 (panel number)
	Open/Close All Panels	Ctrl-click on panel header
	Toggle Solo Mode	Alt-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	Ctrl A
	Select None	Ctrl D or Ctrl Shift A
	Select Only Active Photo	Ctrl Shift D

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
	Deselect Active Photo	/
	Select Multiple Contiguous Photos	Shift-click on photos
	Select Multiple Non-Contiguous Photos	Ctrl-click on photos
	Add previous/next photo to selection	Shift left/right arrow
	Select Flagged Photos	Ctrl Alt A
	Deselect Unflagged Photos	Ctrl Alt Shift D
	Select Rated/Labeled Photo	Ctrl-click on symbol in Filter bar
Moving between photos	Previous Selected Photo	Ctrl left arrow
	Next Selected Photo	Ctrl right arrow
Screen Mode	Normal	Ctrl Alt F
	Full Screen and Hide Panels	Ctrl Shift F
	Next Screen Mode	F
	Previous Screen Mode	Shift F
Lights Out	Lights Dim	Ctrl Shift L
	Next Light Mode	L
	Previous Light Mode	Shift L
Secondary Display	Show Secondary Display	F11
	Full Screen	Shift F11
	Show Second Monitor Preview	Ctrl Shift F11
	Grid	Shift G
	Loupe - Normal	Shift E
	Loupe - Locked	Ctrl Shift Enter
	Compare	Shift C
	Survey	Shift N
	Slideshow	Ctrl Alt Shift Enter
	Show Filter View	Shift \
	Zoom In	Ctrl Shift = (or +)
	(Zoom In Some)	Ctrl Shift Alt = (or +)
	Zoom Out	Ctrl Shift -
	Zoom Out Some	Ctrl Shift Alt -
	Increase Thumbnail Size	Shift = (or +)
	Decrease Thumbnail Size	Shift -
Lightroom Help...		F1
Current Module Help...		Ctrl Alt /
Current Module Shortcuts...		Ctrl /

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
Plug in Manager		Ctrl Alt Shift ,
Preferences...		Ctrl ,
Catalog Settings...		Ctrl Alt ,
Quit Lightroom		Ctrl Q
Library Module		
Undo/Redo	Undo	Ctrl Z
	Redo	Ctrl Y
Quick Collection	Add to Quick Collection	B
	(Add to Quick Collection and Next)	Shift B
	Show Quick Collection	Ctrl B
	Save Quick Collection...	Ctrl Alt B
	Clear Quick Collection	Ctrl Shift B
Folders / Collections	Set Quick Collection as Target	Ctrl Alt Shift B
	New Collection...	Ctrl N
	New Folder...	Ctrl Shift N
	Expand all subfolders	Alt-click on folder disclosure triangle
Stacking	Show in Explorer/Finder	Ctrl R
	Group into Stack	Ctrl G
	Unstack	Ctrl Shift G
	Collapse/Expand Stack	S
	Move to Top of Stack	Shift S
Toggle Flag	Move Up in Stack	Shift [
	Move Down in Stack	Shift ]
	Flagged	P
	Unflagged	U
	Rejected	X
	Toggle Flag	`
	Increase Flag Status	Ctrl up arrow
Decrease Flag Status	Ctrl down arrow	
Toggle Rating	Auto Advance	Hold shift while using P, U, X or turn on Caps Lock
	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

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
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	Ctrl Alt K
Rename	Rename Photo...	F2
Rotation	Rotate Left (CCW)	Ctrl [
	Rotate Right (CW)	Ctrl ]
Delete	Delete Photo...	Delete
	Remove Photo from Catalog...	Alt Delete
	(Remove and Trash Photo...)	Ctrl Alt Shift Delete
Metadata	Copy Metadata...	Ctrl Alt Shift C
	Paste Metadata	Ctrl Alt Shift V
	Enable Metadata Auto Sync	Ctrl Alt Shift A
	Save Metadata to File	Ctrl S
OS Copy/Paste (within text fields)	Cut	Ctrl X
	Copy	Ctrl C
	Paste	Ctrl V
Keywording	Go to Add Keywords field	Ctrl K
	(Change Keywords...)	Ctrl Shift K
	Set Keyword Shortcut...	Ctrl Alt Shift K
	Toggle Keyword Shortcut	Shift K
	Next Keyword Set	Alt 0
	Previous Keyword Set	Alt Shift 0
	Apply Keyword	(Alt numberpad for 1-9)
Filtering	Enable/Disable Filters	Ctrl L
	Show Filter Bar	\
	Refine Photos...	Ctrl Alt R
Text Filters	Select Text Filter	Ctrl 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

## Adobe Lightroom 4 - Keyboard Shortcuts

Windows Shortcuts		
<b>Develop Module</b>		
	Go to Develop	D
Copying, Pasting & Syncing	Copy Settings...	Ctrl Shift C
	Paste Settings	Ctrl Shift V
	Paste Settings from Previous	Ctrl Alt V
	Sync Settings...	Ctrl Shift S
	Sync Settings - no dialog	Ctrl Alt S
	Enable Develop Auto Sync	Ctrl Alt Shift A
	Match Total Exposures	Ctrl Alt 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 -
Auto	Go to White Balance Tool	W
	Auto White Balance	Ctrl Shift U
	Auto Tone	Ctrl U
Black & White	Toggle Black & White	V
Snapshots & Virtual Copies	Create Snapshot	Ctrl N
	Create Virtual Copy	Ctrl '
Presets	New Preset...	Ctrl Shift N
	New Preset Folder...	Ctrl Alt N
Before / After Previews	Toggle Before/After	\
	Left / Right	Y
	Top / Bottom	Alt Y
	Split Screen	Shift Y
	Copy After's Settings to Before	Ctrl Alt Shift left arrow
	Copy Before's Settings to After	Ctrl Alt Shift right arrow
	Swap Before and After Settings	Ctrl Alt Shift up arrow
Targeted Adjustment Tool	Deselect TAT	Ctrl Alt Shift N
	Tone Curve	Ctrl Alt Shift T
	Hue	Ctrl Alt Shift H
	Saturation	Ctrl Alt Shift S
	Luminance	Ctrl Alt Shift L

## Adobe Lightroom 4 - Keyboard Shortcuts

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		Windows Shortcuts
	Black & White Mix	Ctrl Alt Shift G
Clipping Indicators	Show Clipping	J
	Temporarily Show Clipping	Hold Alt while moving slider
Reset	Reset Slider	Double-click on slider label
	Reset Group of Sliders	Double-click on group name
	Reset All Settings	Ctrl Shift R
Cropping	Go to Crop Tool	R
	Reset Crop	Ctrl Alt R
	Constrain Aspect Ratio	A
	Crop to Same Aspect Ratio	Shift A
	Rotate Crop Aspect	X
	Crop from Center of Photo	Alt while dragging
	Rotation Angle Ruler	Ctrl-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	/
	Temporary Eraser	Hold Alt
	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

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
	Confirm brush stroke	Enter
	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...	Ctrl E
	Edit in Other Application...	Ctrl Alt E
Export		
Export...		Ctrl Shift E
Export with Previous		Ctrl Alt Shift E
Email Photo...		Ctrl Shift M
Map Module		
Previous Photo		Ctrl left arrow
Next Photo		Ctrl right arrow
Search...		Ctrl F
Tracklog	Previous Track	Ctrl Alt Shift T
	Next Track	Ctrl Alt T
Delete GPS Coordinates		Backspace
Delete All Location Metadata		Ctrl Backspace
Show Filter Bar		\
Show Map Info		I
Show Saved Location Overlay		O
Lock Markers		Ctrl K
Map Style	Hybrid	Ctrl 1
	Road Map	Ctrl 2
	Satellite	Ctrl 3
	Terrain	Ctrl 4
	Light	Ctrl 5
	Dark	Ctrl 6
Zoom Map	Zoom In	= (or +)
	Zoom Out	-



## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
	Zoom to Selection	Alt-drag rectangle on map
<b>Book Module</b>		
Selections	Select All Text Cells	Ctrl Alt A
	Select All Photo Cells	Ctrl Alt Shift A
Select Multiple Cells		Shift-click
Copy/Paste	Copy Layout	Ctrl Shift C
	Paste Layout	Ctrl Shift V
Delete	Remove Photo from Page	Backspace
	Remove Page	Ctrl Shift Backspace
Create Saved Book		Ctrl S
Go to	Beginning	Ctrl Shift left arrow
	Previous Page	Ctrl left arrow
	Next Page	Ctrl right arrow
	End	Ctrl Shift right arrow
Show Header Bar		\
Show Guides		Ctrl Shift G
Guides	Page Bleed	Ctrl Shift J
	Text Safe Area	Ctrl Shift U
	Photo Cells	Ctrl Shift K
	Filler Text	Ctrl Shift H
Show Info Overlay		I
View Options	Multi-Page View	Ctrl E
	Spread View	Ctrl R
	Single Page View	Ctrl T
	Zoomed Page View	Ctrl U
	Next View Mode	Ctrl = (or +)
	Previous View Mode	Ctrl -
	Increase Grid Size	= (or +)
	Decrease Grid Size	-
Text Targeted Adjustment Tool	Text Size	Drag horizontally
	Leading/Line Height	Drag vertically
	Tracking	Ctrl-drag horizontally
	Baseline Shift	Ctrl-drag vertically
	Kerning	Drag horizontally over cursor / insertion point

## Adobe Lightroom 4 - Keyboard Shortcuts

		Windows Shortcuts
	Temporarily deactivate TAT tool	Hold down Alt
	Exit the TAT tool	Escape
Slideshow Module		
	Impromptu Slideshow	Ctrl Enter
	New Template	Ctrl N
	New Template Folder	Ctrl Shift N
	Create Saved Slideshow	Ctrl S
Go to	Next Slide	Right arrow
	Previous Slide	Left arrow
	Show Header Bar	\
	Show / Hide Guides	Ctrl Shift H
	Run Slideshow	Enter
	Pause Slideshow	Space
	End Slideshow	Escape
Export	PDF Slideshow...	Ctrl J
	JPEG Slideshow...	Ctrl Shift J
	Video Slideshow...	Ctrl Alt J
Print Module		
	New Template	Ctrl N
	New Template Folder	Ctrl Shift N
	Create Saved Print	Ctrl S
Go to	First Page	Ctrl Shift left arrow
	Previous Page	Ctrl left arrow
	Next Page	Ctrl right arrow
	Last Page	Ctrl Shift right arrow
	Show Header Bar	\
	Show / Hide Guides	Ctrl Shift H
Guides	Page Bleed	Ctrl Shift J
	Margins and Gutters	Ctrl Shift M
	Image Cells	Ctrl Shift K
	Dimensions	Ctrl Shift U
	Show/Hide Rulers	Ctrl R
	Page Setup...	Ctrl Shift P

## Adobe Lightroom 4 - Keyboard Shortcuts

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Windows Shortcuts	
Print Settings...	Ctrl Alt Shift P
Print...	Ctrl P
Print One	Ctrl Alt P
Web Module	
New Template	Ctrl N
New Template Folder	Ctrl Shift N
Create Saved Web Gallery	Ctrl S
Reload	Ctrl R
Use Advanced Settings	Ctrl Alt Shift /
Preview in Browser...	Ctrl Alt P
Export Web Photo Gallery...	Ctrl 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 selects or deselects multiple items that are not necessarily consecutive. For example, hold down Ctrl 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 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.