

CONTACT SHEET

Copy item	y
Edit in default editor	e
Upload photo via FTP	u
Turn tag on	+
Turn tag off	-
Toggle tag on/off	t
Toggle Selection/Loupe cursor	z
Set Star Rating*	1 thru 5
Set Color Class*	1 thru 8
Remove Color or Star*	0
Select and scroll to last item	l
Save	s
Rotate counter-clockwise 90°	[
Rotate clockwise 90°	]
Rename	M or Return
Preview	Space
Play/Stop any sounds	a
Open IPTC Info	i
Move to prev. Contact Sheet	Ctrl←
Move to next Contact Sheet	Ctrl→

IPTC INFO

Save changes & go to next	Alt-] or Ctrl-n
Go to next without saving	Alt-Shf-] Ctrl-Shf-n
Save changes and go to previous	Alt-[or Alt-b
Go back to previous without saving	Alt-Shf-[Ctrl-Shf-b
Save, send to Uploader, & go to next	Alt-u
Copy all IPTC field data to clipboard	Ctrl-Shift-c
Paste clipboard into IPTC fields	Ctrl-Shift-v
Save changes & close dialog	Ctrl-Enter
Clear all fields based on Clear mask	Ctrl-Del
Load a .IPT or .XMP file	Ctrl-Alt-l
Save all as a .IPT or .XMP file	Ctrl-Alt-s
Apply the IPTC Stationery Pad	Ctrl-Alt-c
Open Variables window	Ctrl-Alt-v
Play the associated sound file	Ctrl-Alt-a
Add Color Class	Ctrl-1 thru 8
Remove Color Class	Ctrl-0
Add Star rating	Alt-1 thru 5
Remove Star rating	Alt-0
Enlarge the thumbnail	Alt-z

SLIDE SHOW

Advance to next item	<Space> or →
Show previous item	<Backspace> or ←
Dismiss item from Slide Show	 or d
Tag item	+
Untag item	-
Toggle tag	T
Set Color Class	1 thru 8
Remove Color Class	0
Pause slide show if on Auto	<Caps Lock>

* = Must be enabled in Preferences first

0 = The zero digit

PREVIEW WINDOW

Close Preview window	Esc or Alt-w
Move back/forward one item	←, →
Scroll thumbnails by page	↑, ↓, PgUp, PgDn
Delete current item	Delete or Backspace
Toggle rendering quality (RAW/JPG)	q
Turn zoom on/off	z or *
Increase zoom	+
Decrease zoom	-
Toggle shadow	n
Toggle highlight	b
Link the two previews	l
One up view	o
2-up view (landscape)	v
2-up view (portraits)	h
Switch active pane in 2-up	Tab
Full screen mode (toggles)	f
Restore from full screen mode	r
Swap items in 2-up view	g or /
Set Color Class*	1 thru 8
Set Star Rating*	1 thru 5
Remove Star or Color*	0
Set Color Class	Ctrl-1 thru Ctrl-8
Remove Color Class	Ctrl-0
Set Star Rating	Alt-1 thru Alt-5
Remove Star Rating	Alt-0
Toggle tag on/off	T or . (period)
Upload	u
Toggle crop tool	c
Remove crop	Shift-c
Rotate counter-clockwise 90°	[
Rotate clockwise 90°	]
Play/Stop audio sounds	a
IPTC Info	i
Add to selected items	w
Deselect	d
Copy	y
Rename	m
Edit	e
Save	s
Panning cursor	Space or Shift
Pan in the zoomed mode	Shift--↑, ↓,←, →
Pan faster in the zoomed mode	Shift-Ctrl-↑, ↓,←, →
Zoom in and out	+ and keypad-+
Zoom in and center on click	Ctrl+left-mouse-click

IPTC STATIONERY PAD

Clear all fields	Ctrl-Delete
Load IPTC template	Ctrl-Alt-l
Save IPTC template	Ctrl-Alt-s
Show Job/User/Client dialog	Ctrl-Alt-j
Show/Hide Variables window	Ctrl-Alt-v
Apply to selected items	Ctrl-Alt-a
Accept changes and close Pad	Ctrl-Enter

APPLICATION MENU

Preferences	Ctrl-, (comma)
Quit Photo Mechanic	Ctrl-q

FILE MENU

New Contact Sheet window	Ctrl-Alt-n
New Contact Sheet tab	Ctrl-n
Open Contact Sheet	Ctrl-o
Close Contact Sheet tab/window	Ctrl-w
Close window	Ctrl-Alt-w
Ingest	Ctrl-g
Live Ingest	Ctrl-Alt-g
Live Slide Show	Ctrl-Alt-l
Rename Photos	Ctrl-m
Copy items	Ctrl-y
Delete	Ctrl-Del
Save As	Ctrl-s
Burn items to disc	Ctrl-b
Send items by email	Ctrl-Alt-e
FTP	Ctrl-u
Upload	Ctrl-Alt-u
Export	Ctrl-Alt-x
Page setup	Ctrl-Alt-p
Print	Ctrl-p

VIEW MENU

Toggle combined RAW+JPEG	Ctrl-j
View all	F1
View selected	F2
View tagged	F3
View untagged	F4
Refresh	F5
Rescan Contact Sheet	Ctrl-/
Show/Hide Info tooltips	Ctrl-Shift-t

EDIT MENU

Undo	Ctrl-z
Redo	Ctrl-Shift-z
Cut	Ctrl-x
Copy	Ctrl-c
Paste	Ctrl-v
Take IPTC Snapshot	Alt-c
Paste IPTC Snapshot	Alt-v
Find	Ctrl-f
Find and Replace	Ctrl-Shift-f
Search using Spotlight	Ctrl-Option-f
Select all	Ctrl-a
Deselect all	Ctrl-d
Select tagged items	Ctrl-t
Select rotated items	Ctrl-Shift-r
Select others (invert selection)	Ctrl-Shift-o
Select Color Class 1-8	Ctrl-Shift-1 thru 8
Select anything with a Color Class	Ctrl-Shift-9
Select Star Rating 1-5	Alt-Shift-1 thru 5
Select anything Star Rated	Alt-Shift-6
Select anything not Star Rated	Alt-Shift-0
Set Code Replacements	Ctrl-Alt-c
Reload Code Replacements	Shift-Ctrl-Alt-c

IMAGE MENU

IPTC Stationery Pad	Ctrl-i
Apply Stationery Pad	Ctrl-Shift-i
Keywords panel	Ctrl-k
Structured Keywords panel	Ctrl-Shift-k
Rotate counter-clockwise 90°	Alt-[
Rotate clockwise 90°	Alt-]
Tag photos	Ctrl-NumLock-+
Untag	Ctrl-- (minus)
Preview	Ctrl-r
Edit items	Ctrl-e
Slide Show	Ctrl-l
Set Color Class	Ctrl-1 thru Ctrl-8
Remove Color Class	Ctrl-0
Set Star Rating	Alt-1 thru Alt-5
Remove Star Rating	Alt-0

Photo Mechanic v5

Keyboard Shortcuts for Windows

MY NOTES