

Appendix A: Keyboard shortcuts

Application/Edit	Windows	Mac
Empty Trash		⇧ ⌘ Delete
Preferences	Ctrl+, (Comma)	⌘ ,(Comma)
Media Rendering	Ctrl+ ⇧ +,	⌘ ⇧ ,
Vocabulary Editor	Ctrl+Alt+,	⌘ ⌘ ,

File Menu	Windows	Mac
New Catalog	Ctrl+N	⌘ N
Close Catalog	Ctrl+W, Ctrl+F4	⌘ W
Open Catalog	Ctrl+O	⌘ O
Catalog Finder	Ctrl+⇧+O	⇧ ⌘ O
Save Catalog	Ctrl+S	⌘ S
Save As...	Ctrl+⇧+S	⇧ ⌘ S
Catalog Info	Ctrl+K	⌘ K
Catalog Importers	Ctrl+Alt+K	⌘ ⌘ K
Import from Files/Folders	Ctrl+I	⌘ I
Import from Catalog File	Ctrl+Alt+I	⌘ ⌘ I
Import from Spotlight Query		⇧ ⌘ I
Import from Camera	Ctrl+Alt+U	⌘ U
Import from Disk	Ctrl+Alt+U	⌘ ⌘ U
Import from URL	Ctrl+⇧+U	⇧ ⌘ U
Print	Ctrl+P	⌘ P
Page Setup	Ctrl+⇧+P	⇧ ⌘ P
Exit (Quit)	Alt+F4, Ctrl+Q	⌘ Q

Edit Menu	Windows	Mac
Undo		⌘ Z
Cut	Ctrl+X	⌘ X
Copy	Ctrl+C	⌘ C
Paste	Ctrl+V	⌘ V
Delete	Delete	Delete
Select All	Ctrl+A	⌘ A
Deselect All	Ctrl+D	⌘ D
Custom Fields	Ctrl+⇧+D	⇧ ⌘ D
Add Terms	Ctrl+⇧+T	⇧ ⌘ T
Preferences	Ctrl+, (Comma)	⌘ ,(Comma)
Thumbnails & Previews		⌘ ⌘ T

Legend

⌘ Command	⇧ Shift	⌘ Option	⇧ Arrows
-----------	---------	----------	----------

Find Menu	Windows	Mac
Show All	Ctrl+E	⌘ E
Show Hidden	Ctrl+Alt+E	⌘ ⌘ E
Show Selected	Ctrl+⇧+E	⇧ ⌘ E
Hide Selected	Ctrl+Alt+⇧+E	⌘ ⇧ ⌘ E
Show Previous State	Ctrl+Alt+Left	⌘ →
Show Next State	Ctrl+Alt+Right	⌘ ←
Find	Ctrl+F	⌘ F
Find Next	Ctrl+Alt+F	⌘ ⌘ F
Go To	Ctrl+G	⌘ G
Go Again	Ctrl+Alt+G	⌘ ⌘ G

View Menu	Windows	Mac
Light Table	Alt+Enter	⌘ /
Actual Size/Scale to Fit	Ctrl+0	⌘ 0
Zoom In	Ctrl++	⌘ +
Zoom Out	Ctrl+-	⌘ -
Rotate 90° CW	Ctrl+]	⌘]
Rotate 90° CCW	Ctrl+[⌘ [
Move to Top	Ctrl+Alt+Up	⌘ ↑
Move to Bottom	Ctrl+Alt+Down	⌘ ↓
Move to New Catalog	Ctrl+Alt+N	⇧ ⌘ N
Move to Location	Ctrl+L	⌘ L
Move Again	Ctrl+ Alt+L	⌘ ⌘ L
Sort Again	Ctrl+Alt+;	⌘ ⌘ ;
Invert Sort Order	Ctrl+;	⌘ ;

Make Menu	Windows	Mac
Run Slide Show	Ctrl+R	⌘ R
Slide Show Options	Ctrl+Alt+R	⌘ ⌘ R

Other	Windows	Mac
Assign star rating	Alt+0-5	Ctrl+0-5
Assign color label	1-9;0 to remove	1-9;0 to remove
Hide MediaPro		⌘ H
Hide Others		⌘ ⌘ H

Keyboard shortcuts cont.

Action Menu	Windows	Mac
Rebuild Item	Ctrl+B	⌘ B
Sync Annotations	Ctrl+Alt+B	⌘ ⌥ B
Clear Annotations	Ctrl+⇧+B	⇧ ⌘ B
Batch Rename	Ctrl+⇧+Z	⌘ Y
Move to Recycle Bin (Trash)	Ctrl+Delete	⌘ Delete

⌘ Command	⇧ Shift	⌘ Option	↑ Arrows
-----------	---------	----------	----------

Window Menu	Windows	Mac
Show/Hide Toolbar	Ctrl+T	⌘ T
Switch Views (List, Thumbnail, Media)	Ctrl+1, Ctrl+2, Ctrl+3	⌘ 1, ⌘ 2, ⌘ 3
Show/Hide Panels (Info, Organize)	Ctrl+4, Ctrl+5	⌘ 4, ⌘ 5
Show/Hide View Options	Ctrl+J	⌘ J
Show/Hide Image Editor	Ctrl+Alt+J	⌘ ⌥ J
Show/Hide Notepad	Ctrl+⇧+J	⇧ ⌘ J

Light Table keyboard shortcuts & hotkeys

Light Table function	Windows	Mac
Launch Light Table	Alt+Enter	⌘ /
Exit Light Table	ESC, Double-click	ESC, Double-click or ⌘ . (Period)
Previous image	Left Arrow	Left Arrow
Next image	Right Arrow	Right Arrow
Previous/Next group of images	↑ ↓ Page Up/Page Down	↑ ↓ Page Up/Page Down
Move active cell under the mouse to first or last visible catalog item	Home, End keys	Home, End keys
Add/Remove panel to Light Table (up to 6 panels)	Ctrl + (Plus key); Ctrl – (Dash key)	Ctrl + (Plus key); Ctrl – (Dash key)
Assign color label	1 ..9; 0 to remove label	1 ..9; 0 to remove label
Assign star rating	Alt+1-5; 0 to remove rating	Ctrl+1-5; 0 to remove rating
Zoom in to the next available size option	+ (Plus key) Increase	+ (Plus key) Increase
Zoom out to the previous available size option	– (Dash key) Decrease	– (Dash key) Decrease
Set Orientation: 90° Clockwise (this is a soft rotation)	Ctrl+]]	⌘]
Set Orientation: 90° Counter-Clockwise (this is a soft rotation)	Ctrl+[[⌘ [
Move displayed item to Trash/Recycle Bin	Ctrl + Delete	⌘ Delete
Remove displayed item from Catalog	Delete	Delete
Histogram - Toggle display	H	H
Exposure Warnings - Toggle display	W	W
Tools - Toggle display	T, Enter, Return	T, Enter, Return
Magnifier - Toggle display	M	M
Scroll Lock (simultaneous scrolling of all images)	S	S
Layout: Grid	G	G
Layout: Landscape	L	L
Layout: Portrait	P	P

Light Table mouse shortcuts

Light Table function	Windows	Mac
Click to position image. Use Scroll Lock to position images simultaneously.	Click (Normal mode)	Click (Normal mode)
Display settings menu	Right-Click, F1- Help/Shortcuts	Ctrl + Click; Right-Click

Slide Show shortcuts

Keyboard shortcuts

Slide Show function	Windows	Mac
Launch slide show	Ctrl+R	⌘ R
Exit slide show.	Escape (ESC)	Escape (ESC)
Show/Hide slide show controller. When the controller is hidden, the mouse cursor is also hidden.	Enter or Return	Enter or Return
Start/Stop slide show.	Space Bar	Space Bar
Display the next media file. The next media file is always displayed, even in Random mode.	Right or Down Arrow	Right or Down Arrow
Display the previous media file. The previous media file is always displayed, even in Random mode.	Left or Up Arrow	Left or Up Arrow
Move to next frame of a movie. Step through frames while slide show is paused.	Ctrl + Right or Down Arrow	⌘ + Right or Down Arrow
Move to previous frame. Step through movie frames while slide show is paused.	Ctrl + Left or Up Arrow	⌘ + Left or Up Arrow
Jump to the last frame of the movie.	⇧+Ctrl+Right/Down Arrow	⇧ + ⌘ + Right/Down Arrow
Jump to the first frame of the movie.	⇧ + Ctrl + Left or Up Arrow	⇧ + ⌘ + Left or Up Arrow
Zoom in to the next available size option.	+ (Plus key) Increase	+ (Plus key) Increase
Zoom out to the previous available size option.	- (Dash key) Decrease	- (Dash key) Decrease
Toggle scale of images between <i>Scale to fit</i> and <i>Actual Size</i> .	Ctrl+0	⌘ 0
Change display to the next available grid option.	d	d
Change display to the previous available grid option.	⇧ + D	⇧ + D
Set/unset slide show to Interactive mode. If slide show is in interactive mode, you can use the arrow keys or mouse to move forward or backward.	I or i (case insensitive)	I or i (case insensitive)
Set/unset slide show to Continuous (Loop) mode.	L or l (case insensitive)	L or l (case insensitive)
Set/unset slide show to Random mode. Random mode uses all available media items once before repeating media.	R or r (case insensitive)	R or r (case insensitive)
Turn Multi-sound mode on or off. This is useful when playing multiple movies at once. When it is off, you will hear audio from the active movie only.	M or m (case insensitive)	M or m (case insensitive)
Change the active media item to the next item in the grid (Multi-grid mode). It will reset the slide show audio and swap information displayed in the info panel. Changing the active item also changes the order at which items are loaded.	Tab	Tab
Assign a color label to active media item. This label will apply to all views in the catalog. Use the slide show controller to check/show/hide labeled items.	Number keys 1-9 0 (Zero) to Remove	Number keys 1-9 0 (Zero) to Remove
Assign a star rating to active media item	Alt+1-5; 0 (Zero) to remove	Ctrl+1-5; 0 (Zero) to remove

Mouse shortcuts

Slide Show function	Windows	Mac
Run/Pause slide show.	Click (Continuous mode)	Click (Continuous mode)
Load next slide.	Click (Interactive mode)	Click (Interactive mode)
Load previous slide.	⇧ + Click (Interactive mode)	⇧ + Click (Interactive mode)
Drag media in grid cell. This takes effect only if the displayed media is clipped, (i.e. larger than the grid cell size).	Alt + Click	⌘ + Click
Exit slide show.	Double Click	Double Click