

Photo Mechanic

Keyboard ↳ Shortcuts

[Speed up your workflow!]



Contact Sheet

Option Key	
Command Key	
Shift Key	
Control Key	Ctrl
Return Key	
Alt Key	Alt

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

IPTC Stationary Pad

Clear all fields	Ctrl-Delete
Load IPTC template	Ctrl-Alt-i
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 Stationary Pad	Ctrl-Return (↵)

IPTC Info

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

Slide Show

Advance to next image	Space or →
Return to previous image	Backspace or ←
Remove image from Slide Show	Delete or d
Tag image	+
Untag image	-
Toggle tag on/off	t
Set Color Class	1 through 8
Remove Color Class	0 (zero)
Toggle fullscreen	f
Exit Slide Show	Esc
Pause Slide Show during Auto play	CapsLock

Preview Window

Close Preview Window	Esc or Alt-w
Move back/forward one image	←, →
Scroll thumbnails by page	↑, ↓, PgUp, PgDn
Delete current item	Delete or Backspace
Toggle rendering quality (RAW/JPEG)	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 (horizontal)	v
2-up view (vertical)	h
Switch active pane in 2-up	Tab
Toggle color management	c
Full screen mode on/off	f
Restore from full screen more	r
Swap items in 2-up view	g or /
Set Color Class*	1 through 8
Set Star Rating*	1 through 5
Remove Star or Color*	0 (zero)
Set Color Class	Ctrl-1 through 8
Remove Color Class	Ctrl-0

Set Star Rating	Alt-1 through Alt-5
Remove Star Rating	Alt-0 (zero)
Toggle tag on/off	t or . (period)
Upload	u
Toggle crop tool	x
Remove crop	⇧-x
Rotate anti-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 ⇧
Pan in the zoomed mode	⇧-↑, ↓, ←, →
Pan faster in the zoomed mode	⇧-Ctrl-↑, ↓, ←, →
Zoom in and out	+ and keypad - +
Zoom in and center on click	Ctrl+ left mouse click

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-i
Rename Photos	Ctrl-m
Copy items	Ctrl-y
Delete	Ctrl-Delete
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-⌘-t

Edit Menu

Undo	Ctrl-z
Redo	Ctrl-⇧-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-⇧-f
Search using Spotlight	Ctrl-Alt- f
Select all	Ctrl-a
Deselect all	Ctrl-d
Select tagged items	Ctrl-t
Select rotated items	Ctrl-⇧-r
Invert selection	Ctrl-⇧-o
Select Color Class 1-8	Ctrl-⇧-1 through 8
Select anything with a Color Class	Ctrl-⇧-9
Select items with no Color Class	Ctrl-⇧-0 (zero)
Select Star Rating 1-5	Alt-⇧-1 through 5
Select anything with a Star Rating	Alt-⇧-6
Select anything without a Star Rating	Alt-⇧-0 (zero)
Set Code Replacements	Ctrl-Alt-c
Reload Code Replacements	⇧-Ctrl-Alt-c

Application Menu

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

Image Menu

IPTC Stationary Pad	Ctrl-i
Apply Stationary Pad	Ctrl-⇧-i
Keywords panel	Ctrl-k
Structured keywords panel	Ctrl-⇧- k
Rotate anti-clockwise 90 ⁰	Alt-[
Rotate clockwise 90 ⁰	Alt-]
Tag photos	Ctrl- NumLock- +
Untag	Ctrl- -
Preview	Ctrl-r
Edit items	Ctrl-e
Slide Show	Ctrl-l
Set Color Class	Ctrl-1 through Ctrl-8
Remove Color Class	Ctrl-0 (zero)
Set Star Rating	Alt-1 through Alt-5
Remove Star Rating	Alt-0 (zero)

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