

 VOL.1: IMPORT, PANELS & MODULES

LIGHTROOM

SHORTCUT SERIES



CONTENTS

navigating import

Open a Catalog	3
Open the Import Window	3
Enter Grid View in the Import Window	3
Enter Loupe View in the Import Window	3
Move Between Photos in the Import Window	4
Toggle a Photo's Checkbox in the Import Window	4
Begin Importing in the Import Window	4
Cancel/Close the Import Window	4

navigating panels

Show/Hide Side Panels	5
Show/Hide All Panels	5
Show/Hide Toolbar	5
Show/Hide Taskbar	5
Show/Hide Filmstrip	6
Show/Hide Left Panels	6
Show/Hide Right Panels	6
Toggle Solo Mode On/Off	6
Open/Close All Panels	7
Open a New Panel Without Closing a Panel in Solo Mode	7
Open/Close Left Side Panels (from Top to Bottom)	7
Open/Close Right Side Panels for Library and Develop Modules (from Top to Bottom)	8
Open/Close Right side Panels for Book, Slideshow, Print, and Web Modules (from Top to Bottom)	8

navigating modules

Go to the Library Module	9
Go to the Develop Module	9
Go to the Map Module	9
Go to the Book Module	9
Go to the Slideshow Module	10
Go to the Print Module	10
Go to the Web Module	10
Go Backward/Forward Between Modules	10
Go Back to Previous Module	11

OPEN A CATALOG

To open a specific catalog, press **Command-Shift-O (PC: Ctrl-O)**.

MAC



PC



OPEN THE IMPORT WINDOW

To open the Import window, press **Command-Shift-I (PC: Ctrl-Shift-I)**.

MAC



PC



ENTER GRID VIEW IN THE IMPORT WINDOW

To enter Grid view in the Import window, press **G**.

MAC



PC



ENTER LOUPE VIEW IN THE IMPORT WINDOW

To enter Loupe view in the Import window, press **E**.

MAC



PC



MOVE BETWEEN PHOTOS IN THE IMPORT WINDOW

To move between photos in the Import window, use the **Left and Right Arrows**.

MAC



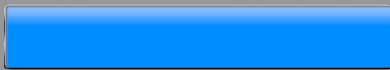
PC



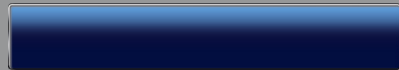
TOGGLE A PHOTO'S CHECKBOX IN THE IMPORT WINDOW

To toggle a selected photo's checkbox on/off in the Import window, press the **Spacebar**.

MAC



PC



BEGIN IMPORTING IN THE IMPORT WINDOW

To begin importing photos, press **Return (PC: Enter)**.

MAC



PC



CANCEL/CLOSE THE IMPORT WINDOW

To cancel an import and close the Import window, press **Esc**.

MAC



PC



SHOW/HIDE SIDE PANELS

To show/hide the side panels, press **Tab**.

MAC

tab

PC

Tab
⇐
⇒

SHOW/HIDE ALL PANELS

To show/hide all the panels, press **Shift-Tab**.

MAC

shift

tab

PC

Shift
↑

Tab
⇐
⇒

SHOW/HIDE TOOLBAR

To show/hide the toolbar, press **T**.

MAC

T

PC

T

SHOW/HIDE TASKBAR

To show/hide the taskbar, press **F5**.

MAC

F5

PC

F5

SHOW/HIDE FILMSTRIP

To show/hide the Filmstrip, press **F6**.

MAC



PC



SHOW/HIDE LEFT PANELS

To show/hide the left side panels, press **F7**.

MAC



PC



SHOW/HIDE RIGHT PANELS

To show/hide the right side panels, press **F8**.

MAC



PC



TOGGLE SOLO MODE ON/OFF

To toggle Solo mode on/off, press **Option (PC: Alt)** while clicking on a panel header.

MAC



PC



OPEN/CLOSE ALL PANELS

To open/close all the panels, press **Command (PC: Ctrl)** while clicking on a panel header.

MAC



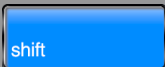
PC

Ctrl

OPEN A NEW PANEL WITHOUT CLOSING A PANEL IN SOLO MODE

To open a new panel without closing a panel that's in Solo mode, press **Shift** while clicking on a panel header.

MAC



PC



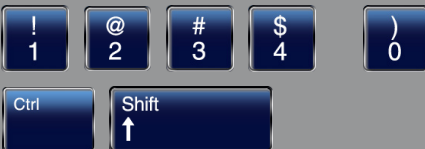
OPEN/CLOSE LEFT SIDE PANELS (FROM TOP TO BOTTOM)

To open/close the left side panels, from top to bottom, press **Command-Control-0–4 (PC: Ctrl-Shift-0–4)**.

MAC



PC



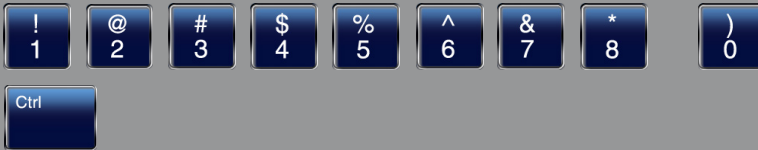
OPEN/CLOSE RIGHT SIDE PANELS FOR LIBRARY AND DEVELOP MODULES (FROM TOP TO BOTTOM)

To open/close the right side panels in the Library and Develop modules, from top to bottom, press **Command-0-8 (PC: Ctrl-0-8)**.

MAC



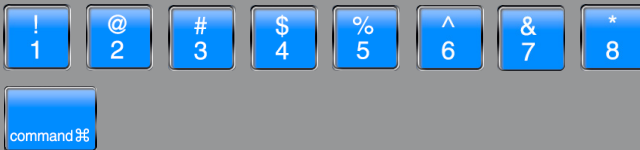
PC



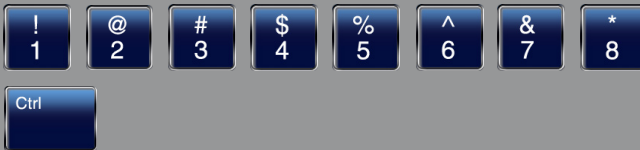
OPEN/CLOSE RIGHT SIDE PANELS FOR BOOK, SLIDESHOW, PRINT, AND WEB MODULES (FROM TOP TO BOTTOM)

To open/close the right side panels in the Book, Slideshow, Print, and Web modules, from top to bottom, press **Command-1-8 (PC: Ctrl-1-8)**.

MAC



PC



GO TO THE LIBRARY MODULE

To go to the Library module, press **Command-Option-1 (PC: Ctrl-Alt-1)**.

MAC



PC



GO TO THE DEVELOP MODULE

To go to the Develop module, press **Command-Option-2 (PC: Ctrl-Alt-2)**.

MAC



PC



GO TO THE MAP MODULE

To go to the Map module, press **Command-Option-3 (PC: Ctrl-Alt-3)**.

MAC



PC



GO TO THE BOOK MODULE

To go to the Book module, press **Command-Option-4 (PC: Ctrl-Alt-4)**.

MAC



PC



GO TO THE SLIDESHOW MODULE

To go to the Slideshow module, press **Command-Option-5 (PC: Ctrl-Alt-5)**.

MAC



PC



GO TO THE PRINT MODULE

To go to the Print module, press **Command-Option-6 (PC: Ctrl-Alt-6)**.

MAC



PC



GO TO THE WEB MODULE

To go to the Web module, press **Command-Option-7 (PC: Ctrl-Alt-7)**.

MAC



PC



GO BACKWARD/FORWARD BETWEEN MODULES

To go backward/forward between modules, press **Command-Option-Left Arrow/Command-Option-Right Arrow (PC: Ctrl-Alt-Left Arrow/ Ctrl-Alt-Right Arrow)**.

MAC



PC



GO BACK TO PREVIOUS MODULE

To go back to the previous module you were in, press **Command-Option-Up Arrow (PC: Ctrl-Alt-Up Arrow)**.

MAC



PC



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