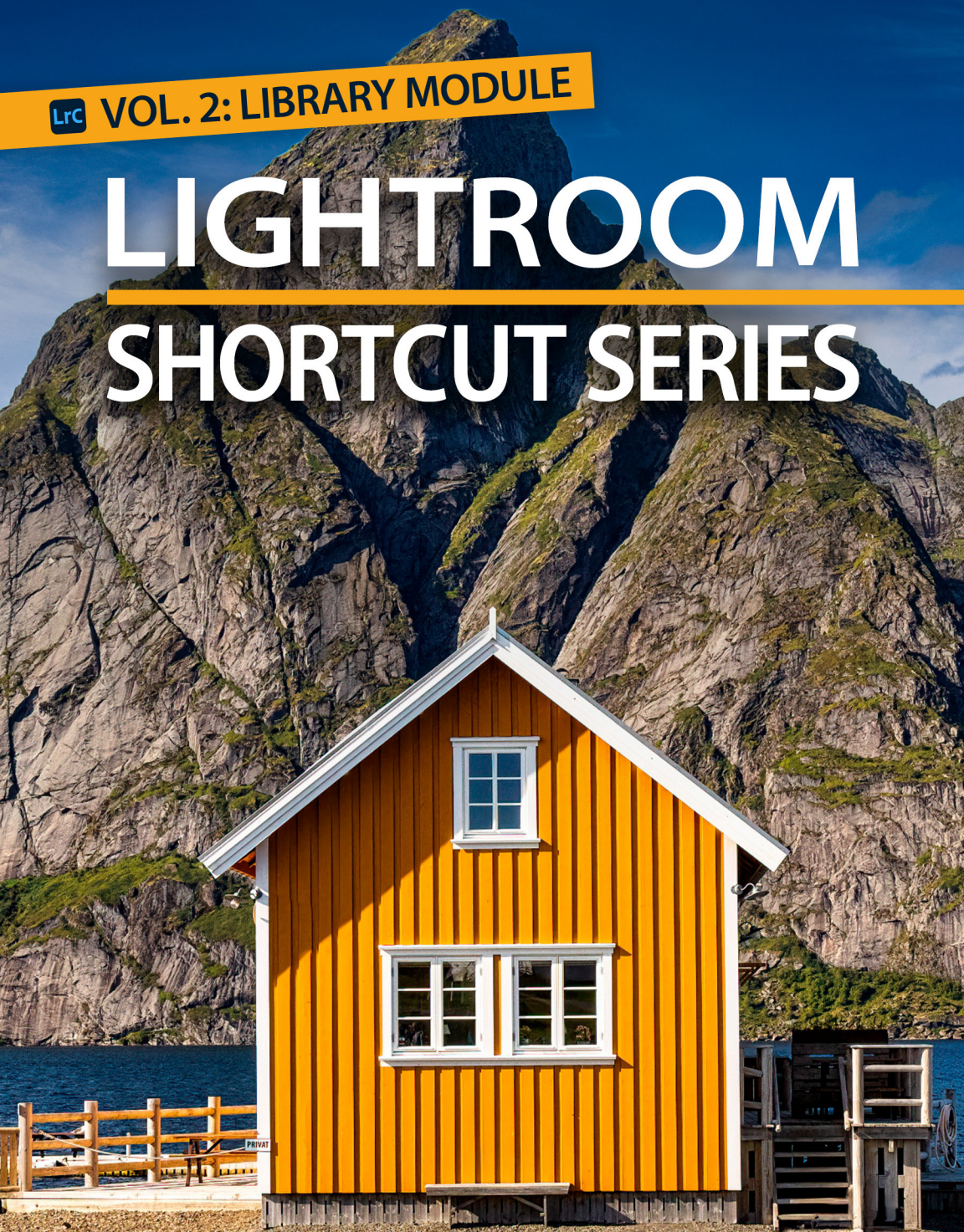


 VOL. 2: LIBRARY MODULE

LIGHTROOM SHORTCUT SERIES



CONTENTS

Import Photos from a Disk	5
Open a Catalog	5
Open Preferences	5
Open Catalog Settings	5
Create a New Subfolder	6
Hide/Show Tethered Capture Window	6
Choose or Create a New Folder in the Library Module	6
Create a Virtual Copy	6
Show an Image in Finder	7
Go to the Next/Previous Photo in the Filmstrip	7
Select Multiple Folders or Collections	7
Rename a Photo(s)	8
Delete a Selected Photo(s)	8
Remove a Selected Photo(s) from Catalog	8
Delete a Selected Photo(s) and Move Them to the Trash	8
Delete a Rejected Photo(s)	9
Edit in Photoshop	9
Edit in Additional External Editor	9
Export a Selected Photo(s)	9
Export with Previous	10
Open Plug-In Manager	10
Print a Selected Photo(s)	10
Open the Page Setup Dialog	10
Grid View	11
Loupe View	11
Switch from Grid to Loupe View	11
Compare View	11
Survey View	12
Open a Selected Photo in the Develop Module	12
Cycle Forward/Backward Through the Lights Out Modes	12
Toggle Lights Dim Mode	12
Cycle Through Screen Modes	13
Previous Screen Mode	13
Switch Between Normal Screen and Full Screen and Hide Panels Modes	13
Go to Normal Screen Mode	13
Cycle Info Display	14
Show/Hide Info Overlay	14
Open Secondary Window	14
Enter Grid View	14

CONTENTS

Enter Normal Loupe View	15
Enter Locked Loupe View	15
Enter Compare View	15
Enter Survey View	15
Enter Slideshow View	16
Enter Full Screen Mode	16
Show/Hide Filter Bar	16
Zoom In/Out	16
Swap Select and Candidate Photos in Compare View	17
Make Next Photos Select and Candidate in Compare View	17
Toggle Zoom View	17
Zoom In/Out in Loupe View	17
Scroll Up/Down a Zoomed Photo in Loupe View	18
Go to the Beginning/End of Grid View	18
Play Impromptu Slide Show	18
Rotate Photo	18
Increase/Decrease Grid Thumbnail Size	19
Scroll Up/Down Grid Thumbnails	19
Toggle Cell Extras On/Off	19
Show/Hide Badges	19
Cycle Through Grid Views	20
Open Library View Options	20
Select Multiple Discontiguous Photos	20
Select Multiple Contiguous Photos	20
Select All Photos	21
Deselect All Photos	21
Select Only Active Photo	21
Deselect Active Photo	22
Add Previous/Next Photo to Selection	22
Select Flagged Photos	22
Deselect Unflagged Photos	22
Group into Stack	23
Unstack a Group	23
Expand/Collapse a Stack	23
Move an Image to the Top of a Stack	23
Move an Image Up/Down in a Stack	24
Set a Star Rating	24
Set a Star Rating and Go to the Next Photo	24
Remove a Star Rating	25
Remove a Star Rating and Go to the Next Photo	25

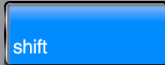
CONTENTS

Increase/Decrease a Rating by 1 Star	25
Assign a Color Label	25
Assign a Color Label and Go to the Next Photo	26
Flag a Photo as a Pick	26
Flag a Photo as a Pick and Go to the Next Photo	26
Flag a Photo as a Reject	26
Flag a Photo as a Reject and Go to the Next Photo	27
Unflag a Photo	27
Unflag a Photo as a Reject and Go to the Next Photo	27
Increase/Decrease Flag Status	27
Toggle Through Flag Settings	28
Refine Photos	28
Show/Hide Library Filter Bar	28
Open Multiple Filters in the Library Filter Bar	28
Toggle Filters On/Off	29
Find a Photo	29
Create a New Collection in the Library Module	29
Add to Quick Collection	29
Add to Quick Collection and Go to the Next Photo	30
Show Quick Collection	30
Save Quick Collection	30
Clear Quick Collection	30
Set Quick Collection as Target Collection	31
Add Keywords	31
Edit Keywords	31
Set a Keyword Shortcut	31
Add/Remove a Keyword Shortcut from a Selected Photo	32
Keyword Painter Tool	32
Add a Keyword from a Keyword Set to a Selected Photo	32
Cycle Forward/Backward Through Keyword Sets	33
Copy Metadata	33
Paste Metadata	33
Save Metadata to a File	33
Open the Spelling and Grammar Dialog	34
Check Spelling	34
Set Trim Start of a Video Clip	34
Set Trim End of a Video Clip	35
Copyrights and Trademarks	35

IMPORT PHOTOS FROM A DISK

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

MAC



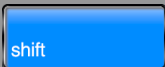
PC



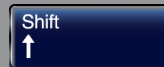
OPEN A CATALOG

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

MAC



PC



OPEN PREFERENCES

To open Lightroom's Preferences, press **Command-, (PC: Ctrl-,)**.

MAC



PC



OPEN CATALOG SETTINGS

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

MAC



PC



CREATE A NEW SUBFOLDER

To create a new shot subfolder (segmented photos by shots), press **Command-Shift-T (PC: Ctrl-Shift-T)**.

MAC



PC



HIDE/SHOW TETHERED CAPTURE WINDOW

To hide/show the Tethered Capture window, press **Command-T (PC: Ctrl-T)**.

MAC



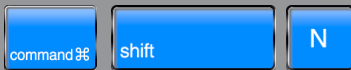
PC



CHOOSE OR CREATE A NEW FOLDER IN THE LIBRARY MODULE

To choose or create a new folder in the Library module, press **Command-Shift-N (PC: Ctrl-Shift-N)**.

MAC



PC



CREATE A VIRTUAL COPY

To create a virtual copy, press **Command-' (PC: Ctrl-')**. (Note: Library and Develop modules only.)

MAC



PC



SHOW AN IMAGE IN FINDER

To show a selected image in Finder, press **Command-R (PC: Ctrl-R)**.

MAC



R

PC

Ctrl

R

GO TO THE NEXT/PREVIOUS PHOTO IN THE FILMSTRIP

To go to the next/previous photo in the Filmstrip, press
Right Arrow/Left Arrow.

MAC



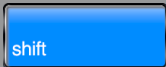
PC



SELECT MULTIPLE FOLDERS OR COLLECTIONS

To select multiple folders or collections in the Library, Slideshow, Print, and Web modules, press **Shift** while selecting contiguous folders/collections or **Command (PC: Ctrl)** when selecting ones that are discontinuous.

MAC



PC



RENAME A PHOTO(S)

To rename a selected photo(s) in the Library module, press **F2**.

MAC



PC



DELETE A SELECTED PHOTO(S)

To delete a selected photo(s), press **Delete (PC: Backspace)**.

MAC



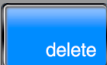
PC



REMOVE A SELECTED PHOTO(S) FROM CATALOG

To remove a selected photo(s) from a catalog, press **Option-Delete (PC: Alt-Backspace)**.

MAC



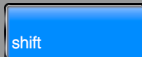
PC



DELETE A SELECTED PHOTO(S) AND MOVE THEM TO THE TRASH

To delete a selected photo(s) and move them to the Trash, press **Command-Option-Shift-Delete (PC: Ctrl-Alt-Shift-Backspace)**.

MAC



PC



DELETE A REJECTED PHOTO(S)

To delete a photo(s) marked as a Reject, press **Command-Delete (PC: Ctrl-Backspace)**.

MAC



PC



EDIT IN PHOTOSHOP

To edit an image in Photoshop, press **Command-E (PC: Ctrl-E)**.

MAC



PC



EDIT IN ADDITIONAL EXTERNAL EDITOR

To edit an image in the additional external editor specified in your External Editing preferences, press **Command-Option-E (PC: Ctrl-Alt-E)**.

MAC



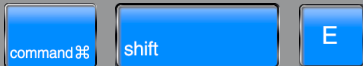
PC



EXPORT A SELECTED PHOTO(S)

To export a selected photo(s), press **Command-Shift-E (PC: Ctrl-Shift-E)**.

MAC



PC



EXPORT WITH PREVIOUS

To export using previous settings, press **Command-Option-Shift-E** (PC: **Ctrl-Alt-Shift-E**).

MAC



PC



OPEN PLUG-IN MANAGER

To open the Plug-in Manager, press **Command-Option-Shift-,** (PC: **Ctrl-Alt-Shift-,**).

MAC



PC



PRINT A SELECTED PHOTO(S)

To print a selected photo(s), press **Command-P** (PC: **Ctrl-P**).

MAC



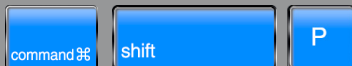
PC



OPEN THE PAGE SETUP DIALOG

To open the Page Setup dialog, press **Command-Shift-P** (PC: **Ctrl-Shift-P**).

MAC



PC



GRID VIEW

To enter Grid view, press **G**.

MAC



PC



LOUPE VIEW

To enter Loupe view, press **E**.

MAC



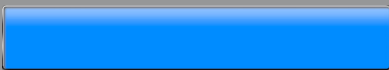
PC



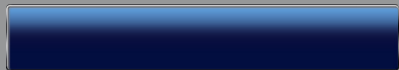
SWITCH FROM GRID TO LOUPE VIEW

To switch from Grid to Loupe view, press **Spacebar**.

MAC



PC



COMPARE VIEW

To enter Compare view, press **C**.

MAC



PC



SURVEY VIEW

To enter Library Survey view, press **N**.

MAC



PC



OPEN A SELECTED PHOTO IN THE DEVELOP MODULE

To open a selected photo in the Develop module, press **D**.

MAC



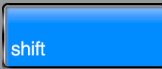
PC



CYCLE FORWARD/BACKWARD THROUGH THE LIGHTS OUT MODES

To cycle forward/backward through the Lights Out modes, press **L/Shift-L**.

MAC



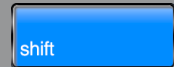
PC



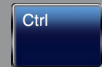
TOGGLE LIGHTS DIM MODE

To toggle Lights Dim mode, press **Command-Shift-L** (PC: **Ctrl-Shift-L**).

MAC



PC



CYCLE THROUGH SCREEN MODES

To cycle through the Screen modes, press **F**.

MAC



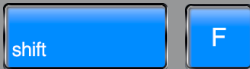
PC



PREVIOUS SCREEN MODE

To go to the previous Screen mode, press **Shift-F**.

MAC



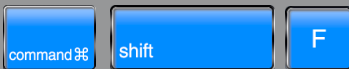
PC



SWITCH BETWEEN NORMAL SCREEN AND FULL SCREEN AND HIDE PANELS MODES

To switch between Normal Screen mode and Full Screen and Hide Panels mode, press **Command-Shift-F** (PC: **Ctrl-Shift-F**).

MAC



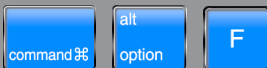
PC



GO TO NORMAL SCREEN MODE

To go to Normal Screen mode, press **Command-Option-F** (PC: **Ctrl-Alt-F**).

MAC



PC



CYCLE INFO DISPLAY

While in either Loupe or Compare view, to cycle through info display, press **I**.

MAC



PC



SHOW/HIDE INFO OVERLAY

While in either Loupe or Compare view, to show/hide info overlay, press **Command-I (PC: Ctrl-I)**.

MAC



PC



OPEN SECONDARY WINDOW

To open a secondary window, press **Command-F11 (PC: Ctrl-F11)**.

MAC



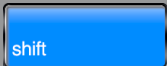
PC



ENTER GRID VIEW

To enter Grid view in a secondary window, press **Shift-G**.

MAC



PC



ENTER NORMAL LOUPE VIEW

To enter Normal Loupe view in a secondary window, press **Shift-E**.

MAC

shift

E

PC

Shift
↑

E

ENTER LOCKED LOUPE VIEW

To enter Locked Loupe view in a secondary window, press **Command-Shift-Return (PC: Ctrl-Shift-Enter)**.

MAC

command ⌘

shift

return

PC

Ctrl

Shift
↑

Enter
↵

ENTER COMPARE VIEW

To enter Compare view in a secondary window, press **Shift-C**.

MAC

shift

C

PC

Shift
↑

C

ENTER SURVEY VIEW

To enter Survey view in a secondary window, press **Shift-N**.

MAC

shift

N

PC

Shift
↑

N

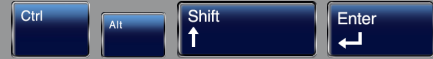
ENTER SLIDESHOW VIEW

To enter Slideshow view in a secondary window, press
Command-Option-Shift-Return (PC: Ctrl-Alt-Shift-Enter).

MAC



PC



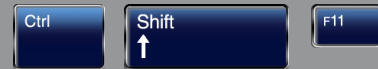
ENTER FULL SCREEN MODE

To enter Full Screen mode in a secondary window, press
Command-Shift-F11 (PC: Ctrl-Shift-F11).

MAC



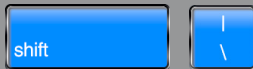
PC



SHOW/HIDE FILTER BAR

To show/hide the Filter bar in a secondary window, press **Shift-**.

MAC



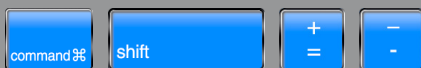
PC



ZOOM IN/OUT

To zoom in/out in a secondary window, press **Command-Shift-+/-**
Command-Shift-- (PC: Ctrl-Shift-+/Ctrl-Shift--).

MAC



PC



SWAP SELECT AND CANDIDATE PHOTOS IN COMPARE VIEW

To swap Select and Candidate photos in Compare view, press **Down Arrow**.

MAC



PC



MAKE NEXT PHOTOS SELECT AND CANDIDATE IN COMPARE VIEW

To make the next photos in the Filmstrip Select and Candidate in Compare view, press **Up Arrow**.

MAC



PC



TOGGLE ZOOM VIEW

To toggle Zoom view, press **Z**.

MAC



PC



ZOOM IN/OUT IN LOUPE VIEW

To zoom in/out in Loupe view, press **Command++/Command--** (PC: **Ctrl++/Ctrl--**).

MAC



PC



SCROLL UP/DOWN A ZOOMED PHOTO IN LOUPE VIEW

To scroll up/down a zoomed photo in Loupe view, press **Page Up/Page Down** on a full-size keyboard or **Fn-Up Arrow/Fn-Down Arrow** on a laptop. (Note: this also works in the Develop and Web modules.)

MAC



PC



GO TO THE BEGINNING/END OF GRID VIEW

To go to the beginning/end of images in Grid view, press **Home/End**.

MAC



PC



PLAY IMPROMPTU SLIDE SHOW

To play an impromptu slide show, press **Command-Return** (PC: **Ctrl-Enter**). (Note: This works in all modules.)

MAC



PC



ROTATE PHOTO

To rotate a photo right (clockwise)/left (counterclockwise), press **Command-]/Command-[** (PC: **Ctrl-]/Ctrl-[**). (Note: This also works in the Develop, Map, Slideshow, and Print modules.)

MAC



PC



INCREASE/DECREASE GRID THUMBNAIL SIZE

To increase/decrease the Grid's thumbnail size, press **=**/**-**.

MAC



PC



SCROLL UP/DOWN GRID THUMBNAILS

To scroll up/down through the Grid thumbnails, press **Page Up/Page Down** on full-size keyboard or **Fn-Up Arrow/Fn-Down Arrow** on a laptop.

MAC



PC



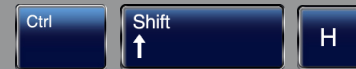
TOGGLE CELL EXTRAS ON/OFF

To toggle cell extras on/off, press **Command-Shift-H** (PC: **Ctrl-Shift-H**).

MAC



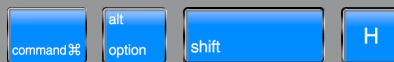
PC



SHOW/HIDE BADGES

To show/hide badges, press **Command-Option-Shift-H** (PC: **Ctrl-Alt-Shift-H**).

MAC



PC



CYCLE THROUGH GRID VIEWS

To cycle through Grid views, press **J**.

MAC



PC



OPEN LIBRARY VIEW OPTIONS

To open Library view options, press **Command-J (PC: Ctrl-J)**.

MAC



PC



SELECT MULTIPLE DISCONTIGUOUS PHOTOS

To select multiple discontinuous photos, press **Command** while clicking on them.

MAC



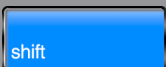
PC



SELECT MULTIPLE CONTIGUOUS PHOTOS

To select multiple contiguous photos, press **Shift** while clicking on the first and last one.

MAC



PC



SELECT ALL PHOTOS

To select all photos, press **Command-A (PC: Ctrl-A)**.

MAC

command ⌘A

PC

CtrlA

DESELECT ALL PHOTOS

To deselect all photos, press **Command-D (PC: Ctrl-D)** or **Command-Shift-A (PC: Ctrl-Shift-A)**.

MAC

command ⌘Dcommand ⌘shiftA

PC

CtrlDCtrlShift
↑A

SELECT ONLY ACTIVE PHOTO

If you have multiple images selected, to select only the active photo, press **Command-Shift-D (PC: Ctrl-Shift-D)**.

MAC

command ⌘shiftD

PC

CtrlShift
↑D

DESELECT ACTIVE PHOTO

To deselect the active photo, press **/**.

MAC



PC



ADD PREVIOUS/NEXT PHOTO TO SELECTION

To add the previous/next photo to a selection of photos, press **Shift-Left Arrow/Shift-Right Arrow**.

MAC



PC



SELECT FLAGGED PHOTOS

To select only flagged photos, press **Command-Option-A (PC: Ctrl-Alt-A)**.

MAC



PC



DESELECT UNFLAGGED PHOTOS

To deselect only unflagged photos, press **Command-Option-Shift-D (PC: Ctrl-Alt-Shift-D)**.

MAC



PC



GROUP INTO STACK

To group selected photos into a stack, press **Command-G (PC: Ctrl-G)**.

MAC



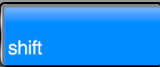
PC



UNSTACK A GROUP

To unstack a group of photos, press **Command-Shift-G (PC: Ctrl-Shift-G)**.

MAC



PC



EXPAND/COLLAPSE A STACK

To expand/collapse a stack, press **S**.

MAC



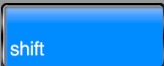
PC



MOVE AN IMAGE TO THE TOP OF A STACK

To move a selected image to the top of a stack, press **Shift-S**.

MAC



PC



MOVE AN IMAGE UP/DOWN IN A STACK

To move an image up in a stack, press **Shift-[**.
To move an image down in a stack, press **Shift-]**.

MAC



PC



SET A STAR RATING

To set a star rating for a selected photo, press **1–5**.

MAC



PC



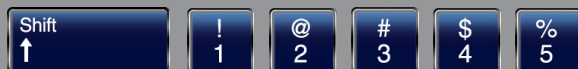
SET A STAR RATING AND GO TO THE NEXT PHOTO

To set a star rating and go to the next photo, press **Shift-1–5**.

MAC



PC



REMOVE A STAR RATING

To remove a star rating, press **0**.

MAC



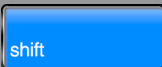
PC



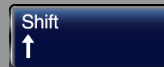
REMOVE A STAR RATING AND GO TO THE NEXT PHOTO

To remove a star rating and go to the next photo, press **Shift-0**.

MAC



PC



INCREASE/DECREASE A RATING BY 1 STAR

To increase/decrease a rating by 1 star, press **]/[**.

MAC



PC



ASSIGN A COLOR LABEL

To assign a Red, Yellow, Green, or Blue color label to a selected photo, press **6, 7, 8, or 9**.

MAC



PC



ASSIGN A COLOR LABEL AND GO TO THE NEXT PHOTO

To assign a color label and go to the next photo, press **Shift-6-9**.

MAC



PC



FLAG A PHOTO AS A PICK

To flag a photo as a Pick, press **P**.

MAC



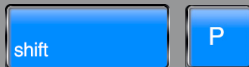
PC



FLAG A PHOTO AS A PICK AND GO TO THE NEXT PHOTO

To flag a photo as a Pick and go to the next photo, press **Shift-P**.

MAC



PC



FLAG A PHOTO AS A REJECT

To flag a photo as a Reject, press **X**.

MAC



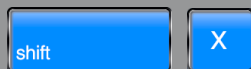
PC



FLAG A PHOTO AS A REJECT AND GO TO THE NEXT PHOTO

To flag a photo as a reject and go to the next photo, press **Shift-X**.

MAC



PC



UNFLAG A PHOTO

To unflag a photo, press **U**.

MAC



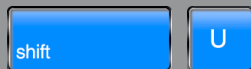
PC



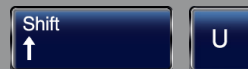
UNFLAG A PHOTO AS A REJECT AND GO TO THE NEXT PHOTO

To unflag a photo and go to the next photo, press **Shift-U**.

MAC



PC



INCREASE/DECREASE FLAG STATUS

To increase/decrease flag status, press **Command-Up Arrow/Command-Down Arrow** (PC: **Ctrl-Up Arrow/Ctrl-Down Arrow**).

MAC



PC



TOGGLE THROUGH FLAG SETTINGS

To toggle through the flag settings, press `.

MAC



PC



REFINE PHOTOS

To flag unflagged photos as Rejects and to unflag photos flagged as Picks, press **Command-Option-R (PC: Ctrl-Alt-R)**. (Note: This will leave photos currently flagged as Rejects alone.)

MAC



PC



SHOW/HIDE LIBRARY FILTER BAR

To show/hide the Library Filter bar, press \.

MAC



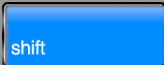
PC



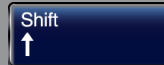
OPEN MULTIPLE FILTERS IN THE LIBRARY FILTER BAR

To open multiple filters in the Library Filter bar, press **Shift** while clicking on the filter labels.

MAC



PC



TOGGLE FILTERS ON/OFF

To toggle filters on/off, press **Command-L (PC: Ctrl-L)**.

MAC



PC



FIND A PHOTO

To find photo, press **Command-F (PC: Ctrl-F)**.

MAC



PC



CREATE A NEW COLLECTION IN THE LIBRARY MODULE

To create a new collection in the Library module, press **Command-N (PC: Ctrl-N)**.

MAC



PC



ADD TO QUICK COLLECTION

To add a photo to a Quick Collection, press **B**.

MAC



PC



ADD TO QUICK COLLECTION AND GO TO THE NEXT PHOTO

To add a photo to a Quick Collection and go to the next photo, press **Shift-B**.

MAC

shift

B

PC

Shift
↑

B

SHOW QUICK COLLECTION

To show the photos in a Quick Collection, press **Command-B (PC: Ctrl-B)**.

MAC

command ⌘

B

PC

Ctrl

B

SAVE QUICK COLLECTION

To save a Quick Collection as a regular collection, press **Command-Option-B (PC: Ctrl-Alt-B)**.

MAC

command ⌘

alt
option

B

PC

Ctrl

Alt

B

CLEAR QUICK COLLECTION

To clear a Quick Collection, press **Command-Shift-B (PC: Ctrl-Shift-B)**.

MAC

command ⌘

shift

B

PC

Ctrl

Shift
↑

B

SET QUICK COLLECTION AS TARGET COLLECTION

To set the Quick Collection as the target collection, press **Command-Option-Shift-B** (PC: **Ctrl-Alt-Shift-B**).

MAC



PC



ADD KEYWORDS

To add keywords, press **Command-K** (PC: **Ctrl-K**).

MAC



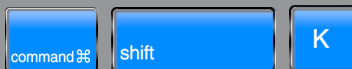
PC



EDIT KEYWORDS

To edit keywords, press **Command-Shift-K** (PC: **Ctrl-Shift-K**).

MAC



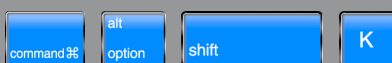
PC



SET A KEYWORD SHORTCUT

To set a keyword shortcut, press **Command-Option-Shift-K** (PC: **Ctrl-Alt-Shift-K**).

MAC



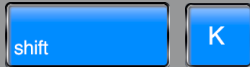
PC



ADD/REMOVE A KEYWORD SHORTCUT FROM A SELECTED PHOTO

To add/remove a keyword shortcut from a selected photo, press **Shift-K**.

MAC



PC



KEYWORD PAINTER TOOL

To enable keyword painting, press **Command-Option-K** (PC: **Ctrl-Alt-K**) to get the Painter tool.

MAC



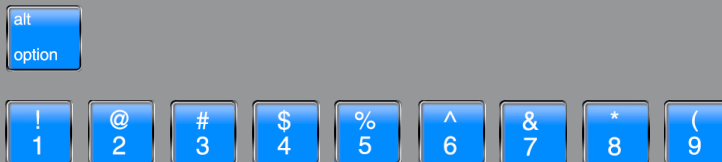
PC



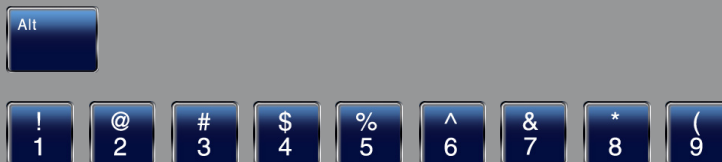
ADD A KEYWORD FROM A KEYWORD SET TO A SELECTED PHOTO

To add a keyword from a keyword set to a selected photo, press **Option-1-9** (PC: **Alt-1-9**).

MAC



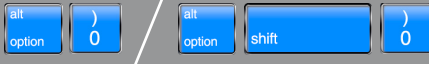
PC



CYCLE FORWARD/BACKWARD THROUGH KEYWORD SETS

To cycle forward/backward through keyword sets, press **Option-0/Option-Shift-0 (PC:Alt-0/Alt-Shift-0)**.

MAC



PC



COPY METADATA

To copy metadata, press **Command-Option-Shift-C (PC: Ctrl-Alt-Shift-C)**.

MAC



PC



PASTE METADATA

To paste metadata, press **Command-Option-Shift-V (PC: Ctrl-Alt-Shift-V)**.

MAC



PC



SAVE METADATA TO A FILE

To save metadata to a file, press **Command-S (PC: Ctrl-S)**.

MAC



PC



OPEN THE SPELLING AND GRAMMAR DIALOG

To open the Spelling and Grammar dialog, press **Command-Shift-:** (PC: **Ctrl-Shift-;**).

MAC



PC



CHECK SPELLING

To check spelling, press **Command-;** (PC: **Ctrl-;**).

MAC



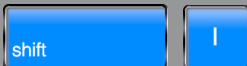
PC



SET TRIM START OF A VIDEO CLIP

To set the in-point of a video clip, press **Shift-I**.

MAC



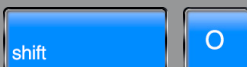
PC



SET TRIM END OF A VIDEO CLIP

To set the out-point of a video clip, press **Shift-O**.

MAC



PC



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