

General Shortcuts

WINDOWS	macOS	RESULT
Ctrl+B	Cmd+B	Start the Batcher
Ctrl+Alt+B	Cmd+Opt+B	Open Image Basket
Ctrl+Shift+C	Cmd+Shift+C	Open the Quick Catalog Menu
Ctrl+D	Cmd+D	Open Image Details
Ctrl+F	Cmd+F	Search in the Catalog Explorer
Ctrl+Alt+F	Cmd+Alt+F	Open Filter Bar
Ctrl+I	Cmd+I	Open Info Panel
Ctrl+Shift+I	Cmd+Shift+I	Open the Import Module
Ctrl+L	Cmd+L	Open Label Assignment Panel
Ctrl+Alt+L	Cmd+Opt+L	Open Label Assignment Panel with focus on search box
Ctrl+M	Cmd+M	Toggle Maximized Mode
Ctrl+Alt+M	Ctrl+Cmd+F	Toggle Full Screen Mode
Ctrl+P	Cmd+P	Print the selected images
Ctrl+Y	Cmd+Y	Open the Light Table for selected images
Ctrl+Shift+Enter	Cmd+Shift+Enter	Start Slideshow
Alt+D	Opt+D	Toggle Dynamic Search
Alt+F	Opt+F	Toggle Favorites

Tab Bar Shortcuts

these shortcuts apply to the Tab Bar

WINDOWS	macOS	RESULT
Ctrl+R (or F5)	Cmd+R	Reload the content of the active Tab
Ctrl+T	Cmd+T	Open a new and empty Tab
Ctrl+Shift+T	Cmd+Shift+T	Reopen the last closed tab
Ctrl+W (or Ctrl+F4)	Cmd+W	Close the active Tab
Alt+Left	Cmd+Left	Load the previous collection in the active Tab (history back)
Alt+Right	Cmd+Right	Load the next collection in the active Tab (history forward)
Ctrl+Tab	Cmd+Tab	Switch to next tab (right side)
Ctrl+Shift+Tab	Cmd+Shift+Tab	Switch to previous tab (left side)

Catalog Explorer Shortcuts

these shortcuts work when the Catalog Explorer has the active focus

WINDOWS	macOS	RESULT
Spacebar	Spacebar	Add the selected item to the Dynamic Search Panel
Ctrl+Spacebar	Ctrl+Spacebar	Add or remove the selected item to the Favorites
Alt+Enter	Opt+Enter	Open the details of a selected Catalog Label
Ctrl+F	Cmd+F	Open the Smart Search in the Catalog Explorer
Alt+M	Opt+M	Open the Merge option for the selected Catalog Labels
Alt+R	Opt+R	Open the Relocate option for the selected Catalog Labels
Ctrl+Up	Cmd+Up	Move the selected Portfolio Collection upwards
Ctrl+Down	Cmd+Down	Move the selected Portfolio Collection downwards
Insert	Insert	Create a new item (i.a.)
Delete	Delete (or Cmd+Backspace)	Delete the selected item (i.a.)
Right	Right	Expands the selected item (i.a.)
Left	Left	Collapse the selected item (i.a.)
Numeric Asterisk	Numeric Asterisk	Expand all lower levels of the selected item

Collection Viewer Shortcuts

these shortcuts work when the Collection Viewer (thumbnails) has the active focus

WINDOWS	macOS	RESULT
Ctrl+Plus	Cmd+Plus	Increase thumbnail size
Ctrl+Minus	Cmd+Minus	Decrease thumbnail size
Enter	Enter	Open the selected image
Ctrl+A	Cmd+A	Select all thumbnails
Shift+B	Shift+B	Add selected thumbnails to the Image Basket
Ctrl+Shift+B	Cmd+Shift+B	Add selected thumbnails to a Portfolio Collection
Ctrl+C	Cmd+C	Copy selected thumbnails to clipboard
Alt+Shift+C	Opt+Shift+C	Copy catalog labels assignments for selected thumbs to the clipboard
Alt+Shift+V	Opt+Shift+V	Paste catalog labels assignments from clipboard to selected images
Ctrl+Shift+D	Cmd+Shift+D	Redate the selected thumbnails

Ctrl+Shift+F	Cmd+Shift+F	Perform Face Detection for the selected thumbnails
Ctrl+E	Cmd+E	Export selected thumbnails to a folder
Ctrl+Alt+I	Cmd+Opt+I	Invert thumbnail selections
Shift+F	Shift+F	Locate selected thumbnail in Windows Explorer or Apple Finder
Ctrl+Shift+K	Cmd+Shift+K	Start verifying the folder(s) that the selected thumbnails are stored in
<i>These shortcuts only work for Portfolio Collections and Image Basket</i>		
Ctrl+Right	Cmd+Right	Move the selected thumbs one position to the right
Ctrl+Left	Cmd+Left	Move the selected thumbs one position to the left
Ctrl+Up	Cmd+Up	Move the selected thumbs one row upwards
Ctrl+Down	Cmd+Down	Move the selected thumbs one row downwards
Ctrl+PgUp	Cmd+PgUp (or Cmd+Fn+Up)	Move the selected thumbs one page upwards
Ctrl+PgDown	Cmd+PgDown (or Cmd+Fn+Down)	Move the selected thumbs one page downwards
Ctrl+Home	Cmd+Home (or Cmd+Fn+Left)	Move the selected thumbs to the beginning of the collection
Ctrl+End	Cmd+End (or Cmd+Fn+Right)	Move the selected thumbs to the end of the collection
Ctrl+Shift+R (or F2 to rename focused thumbnail)	Cmd+Shift+R	Rename selected thumbnails
Ctrl+S	Cmd+S	Write metadata for selected thumbnails
Ctrl+Alt+S	Cmd+Opt+S	Read metadata from file for the selected thumbnails
Ctrl+Shift+S	Cmd+Shift+S	Find similar images for the selected thumbs
Ctrl+Alt+T	Cmd+Opt+T	Rebuild the thumbnails for the selected thumbs
Ctrl+V	Cmd+V	Paste the thumbnails from clipboard to the active collection
Shift+V	Shift+V	Join the selected thumbnails to a single Version Set
Ctrl+Shift+V	Cmd+Shift+V	Start detecting versions for the selected thumbnails
Ctrl+Alt+V	Cmd+Opt+V	Show all the versions of the selected thumbnails as a new collection
Ctrl+X Delete	Cmd+X Delete (or Cmd+Backspace)	Cut selected thumbnails to clipboard Delete the selected thumbnails. You'll get the option to either delete from the file system or from the database

Spacebar [(or ^)] (or \$) Ctrl+Spacebar	Spacebar [(or ^)] (or \$) Cmd+Spacebar	Open a Quick View of the selected thumbnail Rotate selected images left (counter clockwise) Rotate selected images right (clockwise) Toggle bookmark status for selected thumbnails
Number 0-5 Ctrl+0 to Ctrl+5	Number 0-5 Ctrl+0 to Ctrl+5	Change the rating for the selected thumbnails Change the color label for the selected thumbnails
Shift+1 to Shift+9	Shift+1 to Shift+9	Open external application with the selected images. The number applies to the number of the external application in the list of external applications in the Preferences

Label Assignment Panel Shortcuts

these shortcuts work in the Label Assignment Panel

WINDOWS	macOS	RESULT
Alt+1 to Alt+6	Opt+1 to Opt+6	Assign or revoke the recently used Catalog Label. The number applies to the number in the recently used list
Ctrl+Shift+L	Cmd+Shift+L	Toggle the catalog label popup; which then stays open until the shortcut is pressed again.

Light Table Shortcuts

these shortcuts work in the Light Table

WINDOWS	macOS	RESULT
A	A	Zoom to best fit
Z	Z	Zoom to 100% view
F	F	Detect face areas
I	I	Show Info Panel with Histogram
D	D	Dim the active box
X	X	Close the active box
Delete	Cmd+Backspace	Delete the image shown in the active box
Shift+B	Shift+B	Add the image in the active box to the Image Basket
Ctrl+E	Cmd+E	Export the image in the active box to a folder
Down	Down	Hide the rating bar
Up	Up	Show the rating bar
Left	Left	Activate previous box
Right	Right	Activate next box

Slideshow Shortcuts

these shortcuts work while a slideshow is playing

WINDOWS	macOS	RESULT
Escape	Escape	Close the Slideshow
Left	Left	To previous image in the slideshow
Right	Right	To next image in the slideshow
T	T	Toggle transition ON/OFF
P	P	Pause or resume the slideshow

Image Viewer Shortcuts

these shortcuts work when an image is opened as preview or as editor

WINDOWS	macOS	RESULT
A	A (or Cmd+9)	Zoom to best fit
Z	Z (or Cmd+0)	Zoom to 100%
+ (or Ctrl+0)	+ (or Cmd++)	Zoom in
- (or Ctrl+-)	- (or Ctrl+-)	Zoom out
Down	Down	Hide the Rating Bar
Up	Up	Show the Rating Bar
R	R	Toggle the Rating Bar visibility
L	L	Toggle the Loupe feature
Left	Left	Load the previous image
Right	Right	Load the next image
Number 0-5	Number 0-5	Change the rating for this image
Ctrl+0 to Ctrl+5	Cmd+0 to Cmd+5	Change the Color Label of this image
Numeric /	Numeric /	Remove the Color Label
Ctrl+Spacebar	Ctrl+Spacebar	Change the bookmarking state of this image
[(or :)	[(or :)	Rotate counter clockwise (left)
] (or !)] (or !)	Rotate clockwise (right)
Ctrl+C	Cmd+C	Copy the image to clipboard