

Photo Mechanic 6 Keyboard Shortcuts (Windows)

CONTACT SHEET

Copy item	y
Edit in default editor	e
Upload photo via FTP	u
Turn tag on	+
Turn tag off	- (minus)
Toggle tag on/off	t
Toggle Selection / Loupe cursor	z
Set Color Class *	Ctrl-1 thru Ctrl-8
Remove Color Class *	Ctrl-0
Set Star Rating *	Alt-1 thru Alt-5
Remove Star Rating *	Alt-0
Select and scroll to last prev. item	l
Save	s
Rotate counter-clockwise 90°	[
Rotate clockwise 90°]
Rename	m or Return
Preview	Space
Play/Stop any sounds.	a
Open IPTC Info	i
Move to previous Contact Sheet tab	Ctrl←
Move to next Contact Sheet tab	Ctrl→
Close current tab	Ctrl-w
Close all other tabs except current	Ctrl-Shift-w

METADATA (IPTC) INFO

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

PREVIEW WINDOW

Close Preview window	Esc or Alt-w
Move back/forward one item	←, →
Scroll thumbnails by page	↑, ↓, PgUp, PgDn
Delete current item	Delete or Backspace
Toggle rendering quality (RAW vs. JPG)	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 (landscape)	v
2-up view (portraits)	h
Switch active preview pane in 2-up	Tab
Full screen mode (toggles)	f
Restore from full screen mode	r
Swap items in 2-up view	g or /
Set Color Class *	Ctrl-1 thru Ctrl-8
Remove Color Class *	Ctrl-0
Set Star Rating *	Alt-1 thru Alt-5
Remove Star Rating *	Alt-0
Toggle tag on/off	T or . (period)
Upload	u
Toggle crop tool	c or x
Remove crop	Shift-c
Rotate counter-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 Shift
Pan in the zoomed mode	Shift--↑, ↓, ←, →
Pan faster in the zoomed mode	Shift-Ctrl-↑, ↓, ←, →
Zoom in and out	+ and keypad+
Zoom in and center on click	Ctrl+left-mouse-click

METADATA (IPTC) TEMPLATE

Clear all fields	Ctrl-Delete
Load IPTC template	Ctrl-Alt-l
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 template	Ctrl-Enter

* Single-key shortcuts for Star Rating or Color Class can be set in Preferences > Accessibility

PHOTO MECHANIC MENU

Preferences

Ctrl-, (comma)

Quit Photo Mechanic

Ctrl-q

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-l

Rename Photos

Ctrl-m

Copy items

Ctrl-y

Delete

Ctrl-Del

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

EDIT MENU

Undo

Ctrl-z

Redo

Ctrl-Shift-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-Shift-f

Search using Spotlight

Ctrl-Option-f

Select all

Ctrl-a

Deselect all

Ctrl-d

Select tagged items

Ctrl-t

Select rotated items

Ctrl-Shift-r

Select others (invert selection)

Ctrl-Shift-o

Select Color Class 1-8

Ctrl-Shift-1 thru 8

Select anything with a Color Class

Ctrl-Shift-9

Select items with no Color Class

n/a

Select Star Rating 1-5

Alt-Shift-1 thru 5

Select anything Star Rated

Alt-Shift-6

Select anything not Star Rated

Alt-Shift-0

Set Code Replacements

Ctrl-Alt-c

Reload Code Replacements

Shift-Ctrl-Alt-c

IMAGE MENU

Metadata (IPTC) Template

Ctrl-i

Apply Metadata Template

Ctrl-Shift-i

Keywords panel

Ctrl-k

Structured Keywords panel

Ctrl-Shift-k

Rotate counter-clockwise 90°

Alt-[

Rotate clockwise 90°

Alt-]

Tag photos

Ctrl-NumLock+

Untag

Ctrl-- (minus)

Preview

Ctrl-r

Edit items

Ctrl-e

Slide Show

Ctrl-l

Set Color Class

Ctrl-1 thru Ctrl-8

Remove Color Class

Ctrl-0

Set Star Rating

Alt-1 thru Alt-5

Remove Star Rating

Alt-0

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-Shift-t

TOOLS MENU

Apply rotation to JPEGs

Alt-r

WINDOW MENU

Select previous tab

Ctrl++

Select next tab

Ctrl--

SLIDE SHOW

Exit Slide Show

Esc

Advance to next item

Space or →

Show previous item

Backspace or ←

Dismiss item from Slide Show

Delete or d

Tag item

+

Untag item

- (minus)

Toggle tag

t

Set Color Class

1 thru 8

Remove Color Class

0

Pause slide show if on Auto

CapsLock

Toggle fullscreen on/off

f

MY NOTES :