

# ACDSee cheat sheet

## General

|                   |   |
|-------------------|---|
| \                 | Tags or untags the image  |
| =                 | Increases the magnification of the current image (zooms in)   |
| Alt + Enter       | Opens or closes the Properties pane   |
| Alt + Down arrow  | Zooms the image to fit the height within View mode window. Does not enlarge, only reduces                 |
| Alt + Right arrow | Zooms the image to fight the width within View mode window. Does not enlarge, only reduces                |
| Alt + \           | Toggles the zoom lock on and off  |
| Alt + 0           | to 5: Assigns a color label to the currently selected item. Press ALT + 0 to remove a color label         |
| Alt + D           | Opens the Edit Caption dialog box   |
| Alt + M           | Moves the current item to a folder you specify  |
| Alt + O           | Opens the ACDSee pro Options dialog box   |
| Alt + ,           | Moves the focus in the Properties pane to the next tab  |
| Alt + Q           | Removes currently displayed item from the Burn Basket in Manage mode                                      |
| Alt + R           | Opens the Rename File dialog box  |
| Alt + S           | Starts or stops the Auto Advance slideshow  |
| Alt + W           | Restores your desktop wallpaper to the settings you were using before you applied an ACDSee Pro wallpaper |
| Alt + X           | Removes currently displayed item from the Image Basket in Manage mode                                     |
| B                 | Displays or hides the status bar  |
| Backspace         | Displays the previous item in the slideshow, Auto Advance, or View sequence                               |
| Ctrl + Left arrow | Displays the previous image   |

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| Ctrl + Right arrow       | Displays the next image   |
| Ctrl + 0                 | ... to 5: Assigns a rating to the currently selected item. Use only the numeric keypad for these shortcuts. Press Ctrl + 0 to remove a rating |
| Ctrl + A                 | Displays or hides headers and footers   |
| Ctrl + B                 | Adds currently displayed item to the Image Basket in Manage mode  |
| Ctrl + D                 | Opens the currently selected image in Develop mode  |
| Ctrl + E                 | Opens the currently selected image in Edit mode   |
| Ctrl + F                 | Opens the Batch Convert File Format dialog box  |
| Ctrl + F4                | Closes the current item   |
| Ctrl + Insert            | Copies the selected portion of an image to the clipboard  |
| Ctrl + J                 | Opens the Batch Rotate/Flip Images dialog box   |
| Ctrl + -                 | Reduces the magnification of the area inside the Magnifying Glass pane  |
| Ctrl + +                 | Increases the magnification of the area inside the Magnifying Glass pane  |
| Ctrl + O                 | Opens the Open files dialog box, in which you can select one or more images to open in View mode  |
| Ctrl + T                 | Opens the Batch Adjust Time Stamp dialog box  |
| Ctrl + W                 | Closes ACDSee   |
| Ctrl + Alt + Left arrow  | Rotates the current image 90° counterclockwise  |
| Ctrl + Alt + Right arrow | Rotates the current image 90° clockwise   |
| Ctrl + Alt + B           | Opens the Batch Edit dialog box   |
| Ctrl + Alt + E           | Opens the Export dialog box   |
| Ctrl + Alt + L           | Opens the previous image  |
| Ctrl + Alt + W           | Sets the selected image as a stretched desktop wallpaper  |
| Ctrl + Alt + X           | Opens the current image in the  |

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|                        | default external editor   |
| Ctrl + Right click     | Opens the Windows Explorer context menu   |
| Ctrl + Shift + A       | Opens or closes the Magnifying Glass  |
| Ctrl + Shift + F       | Toggles full screen mode  |
| Ctrl + Shift + F4      | Closes all images   |
| Ctrl + Shift + H       | Opens or closes the Histogram pane  |
| Ctrl + Shift + P       | Prints all currently selected images, or all images in the current folder   |
| Ctrl + Shift + Q       | Opens the Edit Header/Footer dialog box, in which you can specify the text to display on your images in View mode |
| Ctrl + Shift + S       | Opens or closes the Navigator pane  |
| Ctrl + Shift + T       | Displays or hides the Bottom toolbar  |
| Ctrl + Shift + W       | Sets the selected images as a tiled desktop wallpaper   |
| Ctrl + Shift + Alt + W | Sets the selected images as a centered desktop wallpaper  |
| Ctrl + Shift + 1       | Changes the image color depth to black and white  |
| Ctrl + Shift + 2       | Changes the image color depth to 16 grays   |
| Ctrl + Shift + 3       | Changes the image color depth to 256 grays  |
| Ctrl + Shift + 4       | Changes the image color depth to 16 colors  |
| Ctrl + Shift + 5       | Changes the image color depth to 256 colors   |
| Ctrl + Shift + 6       | Changes the image color depth to Hicolor  |
| Ctrl + Shift + 7       | Changes the image color depth to Truecolor  |
| E                      | Toggles the exposure warning on and off   |
| End                    | Displays the last of your selected items, or the last item in the current folder                                  |
| Enter                  | Closes View mode and returns to the previous mode   |

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| Esc         | Closes current dialog box, or closes View mode and returns to previous mode  |
| F           | Toggles full screen mode   |
| F1          | opens the ACDSee Pro Help file   |
| F2          | Opens the Rename file dialog box   |
| F5          | Refreshes the View mode window and reloads the current image   |
| Home        | Displays the first of your selected items, or the first item in the selected folder                                |
| Insert      | Opens the Open files dialog box, in which you can select one or more images to open in View mode.                  |
| L           | Toggles the pan lock   |
| Shift + Del | Removes the current item from your hard drive  |
| Shift + E   | Opens the current file in the default system application or opens a dialog box where you can select an application |

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*More information: [defkey.com/acdsee-shortcuts](http://defkey.com/acdsee-shortcuts)*

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