



# Xyplorer cheat sheet

## File Menu

Enter	Open Selected Item(s)
Ctrl + Alt + Enter	Open with...
Ctrl + Enter	Open Focused Item
Ctrl + O	Open...
Ctrl + D	Copy Here with Increment
Ctrl + Shift + Alt + D	Copy Here with Current Date
Ctrl + Shift + D	Copy Here with Last Modified Date
Ctrl + S	Copy Here As...
Ctrl + Shift + C	Copy Here to New Subfolder...
Ctrl + Shift + X	Move Here to New Subfolder...
Del	Delete
Shift + Del	Delete (No Recycle Bin)
Ctrl + Del	Delete (Skip Locked)
F2	Rename
Shift + F2	Batch Rename
Alt + Enter	Properties
Ctrl + Q	Quick File View
F11	Floating Preview
Ctrl + Alt + F4	Exit without Saving
Alt + F4	Exit
Ctrl + P	Copy Item Path/Name: Copy name(s) with path to clipboard (of all selected items in List)
Ctrl + Shift + P	Copy Item Name: Copy name(s) (w/o path) to clipboard (of all selected items in List)

## Edit Menu

Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + Alt + Z	Action Log
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Shift + V	Paste Here to New Subfolder...
Shift + F7	Move To...
Ctrl + F7	Copy To...

Ctrl + Shift + F7	Backup To...
Ctrl + Alt + N	New Path...
Ctrl + A	Select All: Select all items currently listed
Ctrl + Shift + A	Deselect All: deselect all items currently listed
Ctrl + Shift + I	Invert Selection
Ctrl + M	Selection Filter...
Ctrl + Alt + M	Select By Selected Type(s)
Ctrl + Shift + M	Select Items...
Ctrl + Shift + Alt + M	Select All Files
Ctrl + F	Find Files: open find files tab if not visible anyway
Ctrl + Alt + F	Find Now
F3	Quick Search
Ctrl + Shift + F3	Toggle Quick Search
Shift + F3	Repeat Last Quick Search
Ctrl + F3	Show All Items In Branch
Ctrl + N	Create New Folder
Ctrl + Shift + N	Create new Text File

## View Menu

F5	Refresh
Ctrl + Shift + R	Auto-Refresh
Ctrl + R	Suspend Auto-Refresh
F4	Refresh Tree
Shift + F4	Refresh Current Folder
Ctrl + Shift + F4	Reset Tree: rebuilds the whole folder tree and then carries you back to the location where you were before, while closing all other open branches
Ctrl + F5	Refresh List: update the current list data, but keep any selections and scroll position.
Ctrl + Shift + F5	Reset List: update the data, scroll back to top, set focus to the first item (if any), unselect any selections.
Shift + F5	Calculate Folder Sizes: refresh current file list with folder sizes shown.

Ctrl + Shift + H	Show/Hide hidden files and folders
Ctrl + T	New Tab
Alt + Home	Go Home
Ctrl + L	Lock Location
Ctrl + W or Ctrl + F4	Close Tab
Ctrl + Shift + W	Close All Other Unlocked Tabs
Ctrl + J	Set Visual Filter...
Shift + Alt + J	Filter by Selection(s)
Ctrl + Alt + J	Filter by Selected Extension(s)
Ctrl + Shift + Alt + J	Filter Out Selected Extension(s)
Ctrl + Num +	Autosize Columns Now
Ctrl + Shift + Num +	Grow Name Column
Ctrl + Shift + Num +	Shrink Name Column
Ctrl + Alt + R	Sort by Random Order

## Go Menu

F7	Previous Location: jump to the previous tab/mode/location (useful to zap back and fore between two locations)
Shift + Alt + F7	Go to Previous Item in List: jump to the previously focused and selected item in the current file list.
Ctrl + Alt + F7	Go to Last Target
Backspace	Up
Shift + Backspace	Down
Ctrl + Backspace	Breadcrumb...
Alt + Left arrow	Back
Alt + Right arrow	Forward
Ctrl + H	Hotlist...
Ctrl + Shift + T	Tab List...
Ctrl + G	Go to...: enter/paste a location to jump to
Ctrl + Shift + G	Go to from Here...: enter/paste a location to jump to (preset to current path)
Ctrl + Shift + L	Go to Line...: enter/paste a line

	number to jump to
Ctrl + Shift + Alt + G	Go to Application Folder

## Favorites Menu

Ctrl + B	Toggle Favorite Folder: toggle favorite status of current folder
Ctrl + Shift + B	Toggle Highlighted Folder: toggle highlighted status of current folder
Ctrl + Alt + B	Toggle Boxed Branch: toggle boxed branch status of current folder

## Tools Menu

F9	Configuration: show configuration window
Shift + F9	Customize Keyboard Shortcuts
Ctrl + Shift + F9	Customize Toolbar
Shift + Alt + F9	Customize File Icons
Ctrl + Shift + E	Toggle Age (date display format)

## Panes Menu

F10	Dual Pane
Ctrl + F10	Horizontal Panes
Ctrl + Alt + F10	Toggle Active Pane
Shift + F6	Move to Other Pane
Ctrl + F6	Copy to Other Pane
Ctrl + Shift + F6	Backup to Other Pane

## Window Menu

Ctrl + Shift + F12	Show Address Bar
Ctrl + F12	Show Toolbar
F8	Show Navigation Panels
Shift + F8	Show Tree
Ctrl + F8	Show Catalog
F12	Show Info Panel: Toggle the Info Panel's visibility

## Help Menu

F1	Contents and Index: Display the
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XYplorer help file

## Other Shortcuts

### Tree

[A - Z]	Select the next visible folder whose name starts with that letter or number
Num -	Collapse selected node
Num +	Expand selected node
Num /	Fully collapse selected node
Num *	Fully expand selected node
Ctrl + Num /	Fully collapse drive
Shift + Num /	Optimize tree
Enter	Toggle collapse/expand
Backspace	Browse to parent folder
Arrow keys	All common navigation keys just like Explorer
Alt + Enter	Show Properties dialog of the focused item
Ctrl + Home	Jump to the top folder (Drive, \\Server, Desktop, MyDocuments) of the current folder
Shift + Alt + F6	Move the focused item into view
Ctrl + Alt + P	Open Command Prompt Here
Context menu key	32-bit or 64-bit Context Menu (depends on setting in Configuration   Shell Integration)
Shift + Context menu key	32-bit Context Menu
Ctrl + Context menu key	64-bit Context Menu
<b>List</b>	
[A - Z]	Select the next file whose name starts with that letter or number
Backspace	Browse to parent folder
Del	Delete all currently selected files (Recycle Bin)
Shift + Del	Delete all currently selected files (NO Recycle Bin)
Ctrl + Left arrow	(find results only) Jump to currently focused file in its folder
Alt + Enter	Show Properties dialog of the

focused item (AltGr + Return to avoid beep sound)

Ctrl + Num +	Autosize Columns Now
Esc	Abort calculating folder sizes or a running search
Shift + Alt + F6	Move the focused item into view
Context menu key	32-bit or 64-bit Context Menu (depends on setting in Configuration   Shell Integration)
Shift + Context menu key	32-bit Context Menu
Ctrl + Context menu key	64-bit Context Menu
scrollock	If Scroll Lock is ON then the Up and Down arrow keys scroll the list keeping the current item (the focused and selected item) in the same screen position.

To enable this feature you need to tweak the XYplorer.ini file. Set the MindScrollLock key to 1:

```
MindScrollLock=1
```

### Catalog

Del	Remove selected item from Catalog ("sure?"-prompt)
Shift + Del	Remove selected item from Catalog (no prompt)
Insert	Add New Item Here...
Ctrl + Insert	Duplicate Item
Shift + Alt + F6	Move the focused item into view
Ctrl + Shift + Enter	Open Selected List Item(s), using the clicked application
Ctrl + Shift + Alt + Enter	Show a Catalog item's location in the Tree, without selecting the tree folder nor displaying its contents in the file list.

### Tabs

Ctrl + T	New Tab
Alt + Home	Go Home
Ctrl + W or Ctrl + F4	Close current tab
Ctrl + Tab	Cycle thru tabs (forward)
Ctrl + Shift + Tab	Cycle thru tabs (backward)
Shift + Left click	Close that tab

### Tabbed Info Panel

Ctrl + 1	... to 8: Jump to Panel tabs by number
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## File Find

Enter	Start File Find when any control on the find files tab is focused (except the textbox on the Contents tab, where this key just creates a new paragraph)
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Esc	Abort a running File Find or Folder Report process
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## Audio/Video Preview

Space	Start/Pause playing
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Shift + Space	Go to beginning and stop
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## Floating Preview and Full Screen Preview

F11	Open current image file in Floating Preview
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Shift + F11	Open current image file in Full Screen Preview
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Shift + F11 or Esc	Close Full Screen Preview
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Page Up or Shift + Space or Wheel up	Previous image
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Page Down or Space or Wheel down	Next image
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Shift + Arrow keys	Pan cropped image
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Home or End	First/Last image
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A or Num +	Fit All
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W	Fit Width
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H	Fit Height
---	------------

I	Zoom to Fill
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O or 1 or Num /	Original Size
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D or 2	Double Size
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Num +	Zoom In
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Num -	Zoom Out
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Shift + Num +	Fine Zoom In
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Shift + Num -	Fine Zoom Out
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K	Lock Zoom
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X	Lock Zoom Position
---	--------------------

G	Toggle Zoom
---	-------------

Z	Zoom to Fit
---	-------------

V	Top-align if Vertically Cropped
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S	Show Status Bar
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M	Mouse Down Blow Up
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L	Rotate Left
---	-------------

R	Rotate Right
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F	Flipped
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Ctrl + Alt + Enter	Open with...
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Del	Delete File
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F2	Rename File
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F5	Refresh
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F12	Full Screen
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Ctrl + Right click	Advanced options
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F11 or Esc	Close Floating Preview
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Floating Preview and Full Screen Preview:  
Advanced Options

N	Navigate by Click
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M	Mouse Down Blow Up
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Ctrl + M	Mouse Down Blow Up: Shrink to Fit
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Q	High Quality Image Resampling
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Ctrl + T	Transparency Grid
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Ctrl + W	White Border
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B	Cycle Background Color
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Shift + B	Cycle Background Color Backwards
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S	Show Status Bar
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P	Show Photo Data
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T	Show Tag Bar
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F8	Run Script
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Ctrl + H	Show Histogram
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Ctrl + R	Color Histogram
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Ctrl + I	Invert
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Ctrl + G	Grayscale
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C	Copy Original
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Ctrl + C	Copy Preview
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## Configuration Dialog

F3	Jump to Setting...
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F7	Jump back and forth between this and the previous page
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## Customize Toolbar

Del	Remove selected item
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Insert	Insert selected item
S	Add separator
Backspace	Remove the item right before the currently selected item
F3	Focus filter box (if no filter box is focused, else toggle filter)
F6	Switch between the two lists.
Alt + V	Focus left list.
Alt + B	Focus right list.
Edit Boxes	
Ctrl + A or Click three times (rapidly)	Select all.
Ctrl + F	Opens Find Text dialog.
F2	Select toggle all/nothing.
F3	Find next occurrence of the search string specified in Find Text dialog.
F3	Opens Find Text dialog if there wasn't any previous search in that edit box.
Shift + F3	Find previous occurrence of the search string specified in Find Text dialog.
Shift + F3	Opens Find Text dialog if there wasn't any previous search in that edit box.
Up arrow	If selection: caret to start of selection and unselect. Else: caret to start of text.
Down arrow	If selection: caret to end of selection and unselect. Else: caret to end of text
F5	Convert selected text to Title Case (converts the first letter of every word in string to upper case)
Shift + F5	Convert selected text to UPPER CASE
Ctrl + F5	Convert selected text to lower case
Ctrl + Backspace	Delete the previous word
Small Lists	
Ctrl + Left click +	Create a clone of the dragged

Move the mouse	item in a new position. Works only in lists where you can add new items, e.g. in Color Filters
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#### Other

Esc	All time-consuming processes (finding files, calculating folder sizes...) can always be stopped by pressing ESC.
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F6	Cycle focus in this sequence: Address Bar > Tree > List > Catalog.
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Alt + D	Focus Address Bar.
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Ctrl + Up arrow / Down arrow	In lists with shiftable positions: shift selected item up/down.
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Ctrl + Num /	Fully collapse current drive. The drive root will automatically be selected.
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Shift	Open the location you are going to in a new tab (Exception: The location change is triggered by a script)
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Ctrl + Shift	Open the location you are going to in the inactive pane.
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Alt + F12	Last Size/Minimize Info Panel
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Shift + F12	Maximize/Minimize Info Panel
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## Mouse Tricks

#### Anywhere

Ctrl + Wheel up and wheel down	Over Status Bar: Zoom font size of Buttons and Labels.
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Ctrl + Wheel up and wheel down	Elsewhere: Zoom font size of main controls.
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#### Tree

Ctrl + Double click	On the white space: scroll focused item into view.
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Ctrl + Shift + Double click	On the white space: Scroll to Top.
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Right click	On non-folder area: pops up the Favorites context menu.
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Ctrl + Left click	Open in new background tab.
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Ctrl + Shift + Left click or Shift + Left click	Open in new tab (and focus it).
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Alt + Left click	Open in inactive pane.
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Shift + Alt + Left click	Open in a new tab in the inactive pane.
Middle click	Open in new tab (equivalent to Shift + Click).
Shift + Wheel up and wheel down	Scroll horizontally (if possible).
Ctrl + Shift + Wheel up and wheel down	Increase/Decrease row height (line spacing).
Shift + Alt + Wheel up and wheel down	Increase/Decrease indent.
Left click	On expansion icon: Collapse/Expand selected node.
Ctrl + Left click	On expansion icon: Fully Collapse/Expand selected node.
Catalog	
Ctrl + Left click	Open in new background tab.
Shift + Left click	Open in new tab (and focus it).
Ctrl + Alt + Left click	Open in this tab (even if it is locked).
Middle click	Open in new tab (equivalent to Shift + Click). Needs "Middle-click opens folder in new tab" enabled.
Ctrl + Shift + Left click	Open Selected List Item(s), using the clicked application.
Ctrl + Shift + Alt + Enter	Show a Catalog item's location in the Tree, without selecting the tree folder nor displaying its contents in the file list.
Left click + Move the mouse	Move dragged item to new position.
Ctrl + Left click + Move the mouse	Copy dragged item to new position.
Ctrl + Shift + Wheel up and wheel down	Increase/Decrease row height (line spacing).
Left click	Left-most 8 pixels: select item but do not trigger action.
List	
Double click	On the line numbers column header ("#"), or on the area to the right of all column headers: Autosize Columns Now.

Ctrl + Double click	On the white space: scroll focused item into view.
Right click	On the line numbers column header ("#"): pops the Sort By menu.
Right click	On the column headers: pops the Show Columns context menu.
Shift + Wheel up and wheel down	While selecting a view: Apply the view to all tabs.
Middle click	Open a folder in a new tab (equivalent to Shift + double click). Needs "Middle-click opens folder in new tab" enabled.
Shift + Wheel up and wheel down	Scroll horizontally (if possible).
Ctrl + Shift + Wheel up and wheel down	Increase/Decrease row height (line spacing).
Ctrl + Shift + Double click	On a folder: browse the folder in the inactive pane.
On	a file in Search Results: the containing folder is opened in the inactive pane and the file is selected.
On	the white space: Scroll to Top.
Toolbar	
Ctrl + Wheel up and wheel down	Button captions font size.
Ctrl + Shift + Wheel up and wheel down	Toolbar zoom.
Breadcrumb Bars	
Ctrl + Shift + Wheel up and wheel down	Increase/Decrease bar height.
List showing thumbnails	
Left click	(click on thumb) Mouse Down Blow Up, while mouse button is down. Note: hold the mouse down longer than 150ms. Quick clicks will simply select the item.
Right click	(click on thumb) Mouse Down Blow Up, stay up until you hit any key or click it again.
Drag & Drop	

Ctrl + Left click + Move the mouse	Force copying dragged objects.
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Shift + Left click +  
Move the mouse

Force moving dragged objects.

#### Tabs

Wheel up and wheel down	(use mouse wheel over Tab heads) Scroll through the tabs
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Double click

Close tab (background tabs are shortly selected, then closed).

Middle click	Close tab (background tabs are closed without selecting them first).
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#### Tabbed Info Panel

Double click	(click on splitter) Toggle Info Panel min/max size.
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Ctrl + [1 - 9]

Select Tab 1, 2 etc.

#### Find Files Tab

Ctrl + Left click	(click Tab heads) Toggle search filter On/Off
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#### Copying Information to Clipboard

As rule of thumb, any text or icon you see anywhere on the info panel or the status bar can be copied to the clipboard by double-clicking it. Some special cases are extensions to this rule:

Double clicking on the Objects-section on the status bar (the left-most section) copies summary information on the current folder, e.g.:

D:\Download\, 145 object(s), Total: 13.29MB  
(13,935,798 bytes)

Double clicking on a Key label on the Properties and Version tabs copies the key and the value. e.g.:

Created: Wednesday, January 12, 2000 20:57:21

Double clicking on a Value label on the Properties and Version tabs copies just the value. e.g.:

Wednesday, January 12, 2000 20:57:21

## Image Preview

Mouse actions directly on the preview image:

Left click	Mouse Down Blow Up: Popup image in original size (aligned to the bottom-left). If image is larger than the main window move the mouse while holding it down to scroll the image in any direction
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	(or enable "Shrink to fit" in Configuration   Preview).
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Ctrl + Left click

Toggle zoom/original size.

Right click	Pops up the image preview context menu.
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## Audio/Video Preview

Mouse actions directly on the progress bar:

Left click	Go to mouse position.
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Right click

Start/Pause playing.

Shift + Left click	Go to beginning.
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Shift + Right click

Go to beginning and stop.

Ctrl + Left click	Set start of sub loop.
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Ctrl + Right click

Set end of sub loop.

Ctrl + Alt + Left click	Reset sub loop.
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## Floating Preview and Full Screen

### Preview

Right click	Show context menu.
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Ctrl + Left click +  
Move the mouse  
or Right click +  
Move the mouse

Pan a cropped image.

Middle click	Close preview.
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Wheel up

Previous Image.

Wheel down	Next Image.
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Ctrl + Wheel up

Zoom In.

Ctrl + Wheel down	Zoom Out.
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Ctrl + Shift +  
Wheel up

Fine Zoom In.

Ctrl + Shift + Wheel down	Fine Zoom Out.
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More information: [defkey.com/ga/xyplorer-shortcuts](http://defkey.com/ga/xyplorer-shortcuts)

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