



Photo Mechanic (Mac) cheat sheet

Contact Sheet

Y	Copy Selected Item
E	Edit in Default Editor
U	Upload photo via FTP
+	Turn Tag On
-	Turn Tag Off
T	Toggle Tag On/Off
Z	Toggle Selection and Loupe Cursor
Cmd + 1	... to 8: *Set Color Class
Cmd + 0	*Remove Color Class
Control + 1	... to 5: *Set Star Rating
Control + 0	*Remove Star Rating
L	Select and Scroll to Last Previewed Item
S	Save As
[	Rotate Item Counter-Clockwise 90°
]	Rotate Item Clockwise 90°
M or Enter	Rename Selection
Space	Preview Selected Item
A	Play/Stop Sound File
I	Open Metadata (IPTC) Info
Cmd + Shift + [	Move to Previous Contact Sheet Tab
Cmd + Shift +]	Move to Next Contact Sheet Tab
Cmd + W	Close Current Tab
Control + Option + Cmd + W	Close All Tabs Except Current
End	Scroll to Bottom of Contact Sheet
Home	Scroll to top of Contact Sheet

Preview Window

Esc or Cmd + W	Close Preview window
Left arrow / Right arrow	Move Back/Forward One Item
Up arrow / Down arrow	Scroll Thumbnails by Page
Del or Backspace	Delete Current Item
P	Toggle "View Crop Mode" On/Off

Z or *	Turn Zoom On/Off
+	Increase Zoom
-	Decrease Zoom
N	Toggle Shadows
B	Toggle Highlights
L	Link 2 Previews
O	1-Up View
V	2-Up View (Landscape)
H	2-Up View (Portrait)
Tab	Switch Active Preview Pane (in 2-Up Mode)
F	Toggle Full Screen Mode
R	Restore from Full Screen Mode
G or /	Swap Items in 2-Up View
1	... to 8: *Set Color Class
1	... to 5: *Set Star Rating
0	*Remove Star Rating or Color Class
Cmd + 1	... to 8: *Set Color Class
Cmd + 0	*Remove Color Class
Control + 1	... to 5: *Set Star Rating
Control + 0	*Remove Star Rating
T or .	Toggle Tag On/Off
U	Upload
C or X	Toggle Crop Tool
Option + C	Remove Crop
[	Rotate Item Counter-Clockwise 90°
]	Rotate Item Clockwise 90°
A	Play/Stop Sounds
I	Metadata (IPTC) Info
W	Add to Selected Items
D	Deselect
Y	Open Copy Window
M	Rename Selection
E	Edit
S	Save As
Space or Option	Panning Cursor
Option + Arrow keys	Pan in Zoom Mode

Shift + Option +
Arrow keys

Pan Faster in Zoom

Option + Wheel up
and wheel down

Zoom In/ Out

Cmd + Left click

Zoom In and Center

Metadata (IPTC) Template

Cmd + Del

Clear All Fields

Cmd + Option + L

Load IPTC Template

Cmd + Option + S

Save IPTC Template

Cmd + Option + J

Show 'Job/User/Client' Dialog

Cmd + Option + V

Show/Hide Variables Window

Cmd + Option + A

Apply to Selected Items

Cmd + Enter

Accept Changes and Close Window

Metadata (IPTC) Info Window

Cmd +] or Cmd +
N

Save Changes and Move to Next Item

Cmd + Shift +] or
Cmd + Shift + N

Move to Next Item (without Saving)

Cmd + [or Cmd +
B

Save Changes and Move to Previous Item

Cmd + Shift + [or
Cmd + Shift + B

Move to Previous Item (without Saving)

Cmd + U

Save, Send to Uploader, and Move to Next Item

Cmd + Shift + C

Copy All IPTC Field Data to Clipboard

Cmd + Shift + V

Paste Clipboard into IPTC fields

Cmd + Enter

Save Changes and Close Dialog

Cmd + Del

Clear All Fields Based on Clear Mask

Cmd + Option + L

Load .IPT or .XMP file

Cmd + Option + S

Save as .IPT or .XMP file

Cmd + Option + C

Apply the Metadata (IPTC) Template

Cmd + Option + V

Open Variables Window

Cmd + Option + A

Play the Associated Sound File

Cmd + 1

... to 8: Add Color Class

Cmd + 0

Remove Color Class

Control + 1

... to 5: Add Star Rating

Ctrl + 0

Remove Star Rating

Control + Z

Enlarge the Thumbnail

Cmd + T

Toggle Tag On/Off

Cmd + Option + J

Show Job/User/Client Dialog

Structured Keywords Panel

Cmd + Option + C

Add Path to Collection

Cmd + Option +
Shift + C

Add Rightmost Keyword to Collection

Cmd + Option +
Shift + K

Apply Rightmost Keyword to Selected Photos

Cmd + A

Apply Collection of Keywords to Selected Photos

Cmd + Backspace

Clear Collection

Cmd + [or Cmd +
]

Cycle through Keywords Matching Search String

Slide Show

Esc

Exit Slide Show

Space or Right
arrow or Down
arrow

Advance to Next Item

Backspace or Left
arrow or Up arrow

Show Previous Item

Del or D

Dismiss Item from Slide Show

+

Tag Item

-

Untag Item

T

Toggle Tag

1

... to 8: Set Color Class

0

Remove Color Class

Caps Lock

Pause Slide Show (if on Auto)

F

Toggle Fullscreen On/Off

Application Menu

Cmd + ,

Preferences

Cmd + H

Hide Photo Mechanic

Cmd + Option + H

Hide other applications

Cmd + Q

Quit Photo Mechanic

File Menu

Cmd + Shift + N

New Contact Sheet Window

Cmd + N	New Contact Sheet Tab
Cmd + O	Open Contact Sheet
Cmd + Shift + W	Close Window
Cmd + W	Close Contact Sheet Window
Cmd + G	Ingest
Cmd + Shift + S	Ingest From Selection
Cmd + Shift + G	Live Ingest
Cmd + Shift + L	Live Slide Show
Cmd + M	Rename Photos
Cmd + Y	Copy/Move Items
Cmd + Del	Delete
Cmd + S	Save As
Cmd + Shift + E	Send items via email
Cmd + U	FTP
Cmd + Control + U	Upload
Cmd + Control + X	Export
Cmd + Shift + P	Page Setup
Cmd + P	Print

Edit Menu

Cmd + Z	Undo
Cmd + Shift + Z	Redo
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + Option + C	Take Metadata (IPTC) Snapshot
Cmd + Option + V	Paste Metadata (IPTC) Snapshot
Cmd + F	Find
Cmd + Shift + F	Find and Replace
Cmd + Option + F	Search using Spotlight
Cmd + A	Select All
Cmd + D	Deselect All
Cmd + T	Select Tagged Items
Cmd + Shift + R	Select Rotated Items
Cmd + Shift + C	Select Cropped
Cmd + Shift + O	Select others (invert selection)
Cmd + Ctrl	- 1 ... to 8: Select Color Class 1-8
Cmd + Control + 9	Select Anything with a Color

	Class
Cmd + Control + 0	Select Items with No Color Class
Cmd + Option + 1	... to 5: Select Star Rating 1-5
Cmd + Option + 6	Select Anything Star Rated
Cmd + Option + 0	Select Anything Not Star Rated
Cmd + Control + C	Set Code Replacements
Shift + Cmd + Control + C	Reload Code Replacements
Fn + E	Emojis and Symbols

Image Menu

Cmd + I	Metadata (IPTC) Template
Cmd + Shift + I	Apply Metadata Template
Cmd + K	Open Keywords Panel
Cmd + Option + K	Open Structured Keywords Panel
Cmd + [	Rotate Counter-Clockwise 90°
Cmd +]	Rotate Clockwise 90°
Cmd + Control + [	Mirror Photos Horizontally
Cmd + Control +]	Mirror Photos Vertically
Cmd + +	Tag Selected Photos
Cmd + -	Untag Selected Photos
Cmd + R	Preview
Cmd + E	Edit items
Cmd + L	Slide Show
Cmd + 1	... to 8: Set Color Class
Cmd + 0	Remove Color Class
Control + 1	... to 5: Set Star Rating
Control + 0	Remove Star Rating

Catalog Menu (Photo Mechanic Plus)

Cmd + Control + A	Include Selected Items (Add to Catalog)
Cmd + Control + S	Remove Selected Items (Delete from Catalog)
Cmd + Control + M	Map Location Search
Cmd + B	Add Selected Items to the Selected Collection

View Menu

Cmd + J	Toggle Combined RAW and JPEG
F1	View All Items
F2	View Selected Images
F3	View Tagged Images
F4	View Untagged Images
F5	Refresh
Cmd + /	Rescan Contact Sheet
Cmd + Shift + T	Show/Hide Info Tooltips
Cmd + Shift + F1	... to F5: Show Images by Star Rating
Cmd + Control + F1	... to F8: Show Images by Color Rating
Cmd + Control + F9	Show Images with No Color Rating
Fn + F	Toggle Full Screen mode

Tools Menu

Cmd + Control + R	Apply Rotation to JPEG's
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Window Menu

Cmd + [	Select Previous Tab
Cmd +]	Select Next Tab

*If you have single key shortcuts set in Preferences > Accessibility then you can use single keys (0-5 for star ratings or 0-8 for color classes) as well.

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More information: defkey.com/photo-mechanic-mac-shortcuts

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