



Photo Mechanic (Windows) cheat sheet

Contact Sheet

Y	Copy 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 Modes
Ctrl + 1	... to 8: *Set Color Class
Ctrl + 0	*Remove Color Class
Alt + 1	... to 5: *Set Star Rating
Alt + 0	*Remove Star Rating
L	Select and Scroll to Last Previewed Item
S	Save As
[	Rotate Counter-Clockwise 90°
]	Rotate Clockwise 90°
M or Enter	Rename
Space	Preview Selected Image
A	Play/Stop Sounds
I	Open IPTC Info
Ctrl + Left arrow	Move to Previous Contact Sheet Tab
Ctrl + Right arrow	Move to Next Contact Sheet Tab
Ctrl + W	Close current tab
Ctrl + Shift + W	Close All Other Tabs Except Current
End	Scroll to Bottom of Contact Sheet
Home	Scroll to Top of Contact Sheet

Preview Window

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

Z	Turn Zoom On/Off
+	Increase Zoom
-	Decrease Zoom
N	Toggle Shadows
B	Toggle Highlights
L	Link the Two Previews
O	One-Up View
V	2-Up View (Landscape)
H	2-Up View (Portraits)
Tab	Switch Active Preview Pane in 2-Up
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
Ctrl + 1	... to 8: Set Color Class
Ctrl + 0	Remove Color Class
Alt + 1	... to 5: Set Star Rating
Alt + 0	Remove Star Rating
T or .	Toggle Tag On/Off
U	Upload
C or X	Toggle Crop Tool
Shift + C	Remove Crop
[	Rotate Counter-Clockwise 90°
]	Rotate Clockwise 90°
Ctrl + Alt + [	Mirror Photos Horizontally
Ctrl + Alt +]	Mirror Photos Vertically
A	Play/Stop Audio
I	Show IPTC Info
W	Add to Selected Items
D	Deselect
Y	Copy
M	Rename
E	Edit
S	Save As
Space or Shift	Panning Cursor
Shift + Arrow keys	Pan in Zoomed Mode

Shift + Ctrl + Arrow keys	Pan faster in Zoomed Mode
------------------------------	---------------------------

+ or -	Zoom In/Out
--------	-------------

Ctrl + Left click	Zoom in and center on click
-------------------	-----------------------------

Metadata (IPTC) Template

Ctrl + Del	Clear All Fields
------------	------------------

Ctrl + Alt + L	Load IPTC Template
----------------	--------------------

Ctrl + Alt + S	Save IPTC Template
----------------	--------------------

Ctrl + Alt + J	Show Job/User/Client Dialog
----------------	-----------------------------

Ctrl + Alt + V	Show/Hide Variables Window
----------------	----------------------------

Ctrl + Alt + A	Apply to Selected Items
----------------	-------------------------

Ctrl + Enter	Accept Changes and Close Window
--------------	---------------------------------

Metadata (IPTC) Info

Alt +] or Ctrl + M	Save Changes and Go to Next
---------------------	-----------------------------

Alt + Shift +] or Ctrl + Shift + N	Go to Next without Saving
--	---------------------------

Alt + [or Alt + B	Save Changes and Go to Previous
--------------------	---------------------------------

Alt + Shift + [or Ctrl + Shift + B	Go to Previous without Saving
--	-------------------------------

Alt + U	Save, Send to Uploader, and Go to Next Item
---------	---

Ctrl + Shift + C	Copy All IPTC Field Data to Clipboard
------------------	---------------------------------------

Ctrl + Shift + V	Paste Clipboard into IPTC Fields
------------------	----------------------------------

Ctrl + Enter	Save Changes and Close Window
--------------	-------------------------------

Ctrl + Del	Clear All Fields (based on Clear Mask)
------------	--

Ctrl + Alt + L	Load .IPT or .XMP File
----------------	------------------------

Ctrl + Alt + S	Save as .IPT or .XMP File
----------------	---------------------------

Ctrl + Alt + C	Apply Metadata Template
----------------	-------------------------

Ctrl + Alt + V	Open Variables Window
----------------	-----------------------

Ctrl + Alt + A	Play Sound File
----------------	-----------------

Ctrl + 1	... to 8: Add Color Class
----------	---------------------------

Ctrl + 0	Remove Color Class
----------	--------------------

Alt + 1	... to 5: Add Star Rating
---------	---------------------------

Alt + 0	Remove Star Rating
---------	--------------------

Alt + Z	Enlarge the Thumbnail
---------	-----------------------

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
---	--------------------------

File Menu

Ctrl + O	Open Contact Sheet
----------	--------------------

Ctrl + W	Close Contact Sheet Tab
----------	-------------------------

Ctrl + G	Ingest
----------	--------

Alt + S	Ingest from Selection
---------	-----------------------

Ctrl + Alt + G	Live Ingest
----------------	-------------

Ctrl + Alt + L	Live Slide Show
----------------	-----------------

Ctrl + M	Rename Photos
----------	---------------

Ctrl + Y	Copy Items
----------	------------

Ctrl + Del	Delete
------------	--------

Ctrl + S	Save As
----------	---------

Ctrl + Alt + E	Email Selected Items
----------------	----------------------

Ctrl + U	FTP
----------	-----

Ctrl + Alt + U	Upload
----------------	--------

Ctrl + Alt + X	Export
----------------	--------

Ctrl + P	Print
----------	-------

Ctrl + Q	Quit Photo Mechanic
----------	---------------------

Edit Menu

Ctrl + Z	Undo
----------	------

Ctrl + Shift + Z	Redo
------------------	------

Ctrl + X	Cut
----------	-----

Ctrl + C	Copy
Ctrl + V	Paste
Alt + C	Take IPTC Snapshot
Alt + V	Paste IPTC Snapshot
Ctrl + F	Find
Ctrl + Shift + F	Find and Replace
Ctrl + A	Select All
Ctrl + D	Deselect All
Ctrl + T	Select Tagged Items
Ctrl + Shift + R	Select Rotated Items
Ctrl + Shift + C	Select Cropped Items
Ctrl + Shift + O	Invert Selection
Ctrl + Shift + 1	... to 8: Select Color Class 1-8
Ctrl + Shift + 9	Select All Items with a Color Class
Ctrl + Shift + 0	Select Items with No Color Class (WinXP only)
Alt + Shift + 1	... to 5: Select All Items with Specific Star Rating
Alt + Shift + 6	Select All Items with Star Rating
Alt + Shift + 0	Select All Items with No Star Rating
Ctrl + Alt + C	Set Code Replacements
Shift + Ctrl + Alt + C	Reload Code Replacements
Ctrl	-, Preferences

Image Menu

Ctrl + I	Open Metadata (IPTC) Template
Ctrl + Shift + I	Apply Metadata Template
Ctrl + K	Open Keywords Panel
Ctrl + Shift + K	Open Structured Keywords Panel
Alt + [	Rotate Counter-Clockwise 90°
Alt +]	Rotate Clockwise 90°
Ctrl + Num Lock +	Tag Selected Items
Ctrl + -	Untag Selected Items
Ctrl + R	Preview
Ctrl + E	Edit Items
Ctrl + L	Slide Show

Ctrl + 1	... to 8: Set Color Class
Ctrl + 0	Remove Color Class
Alt + 1	... to 5: Set Star Rating
Alt + 0	Remove Star Rating

Catalog Menu

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

View Menu

Ctrl + J	Toggle Combined RAW + JPEG
F1	View All
F2	View Selected
F3	View Tagged
F4	View Untagged
F5	Refresh
/	Rescan Contact Sheet
Ctrl + Shift + T	Show/Hide Info Tooltips

Tools Menu

Alt + R	Apply Rotation to JPEGs
---------	-------------------------

Window Menu

Ctrl + Left arrow	Select Previous Tab
Ctrl + Right arrow	Select Next Tab

Note

* 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.

Last modification: 4/22/2025 07:55:51

More information: defkey.com/zu/photo-mechanic-windows-shortcuts

[Customize this PDF...](#)