

Shortcuts

- Command/Ctrl + / (forward slash) reveals shortcuts for each module.

Modules

- Cmd + Opt/Ctrl + Alt + 1, 2-5 selects the modules (Library, Develop etc.).
- “G” and “E” work across modules to return you to the Library.
- “D” moves to the Develop Module.

Panels (F5)

- Opt/Alt -click the triangle on the panel header to toggle Solo Mode (single panel).
- Shift -click a panel header to display additional panels while in Solo Mode.
- Cmd/Ctrl + click the disclosure triangle in Solo Mode to show/hides all panels.
- F7 toggles the left panel, F8 toggles the right panel. F6 toggles the filmstrip.
- Control (Mac), right mouse (Win) -click the small triangle (outer edge of the panel midway down the screen) to change panel hide/show options.

Interface

- “F” cycles full screen mode.
- “F” cycles full screen mode (allowing for more screen real estate, roll-over to display menus).
- “Tab” hides side panels, “Shift + Tab” hides all panels (including the module and filmstrip), and Cmd/Ctrl + Shift + F hides all panels and enters Full Screen Mode.
- “T” toggles the visibility of the Tool bar.
- “L” cycles lights dimmed (dims interface).

Import

- Select a source on the left by navigating through connected drives or use the arrow to select from common locations.
- Double click to doc folders.
- Double click image in Thumbnail view to display in Loupe (or use the icons below the thumbnails).
- Templates for file naming now include a “shoot” name.
- File size indicator of import (at lower left).
- A volume can be ejected or un-mounted from your system after import.
- Save import settings as presets - then choose presets in compact mode, and even make minor changes without having to go to the expanded view.
- Import via Tethered Capture in either Library or Develop. Make adjustments to first shot, then use “Apply Previous” to apply to subsequent images.
- Control (Mac), right mouse (Win) -click a folder in the Library to “Import into this Folder”.
- Tab toggles between compact and Expanded view

Folders

- Flat vs folder view “Library > Show Photos in Subfolders” or click the + icon on the Folders panel to choose “Reveal Items in Subfolder”.
- Control (Mac), right mouse (Win) -click Folder panel header to display Disk Space/Photo Count/Status.
- Color-coded Disk Icons in Folder header (Green = free space, red = drive almost full, Gray = drive is off-line).
- Click the “+” icon on the Folder header to choose to Display Folder/Path/Both.
- Control (Mac), right mouse (Win) -click a folder to “Add Parent Folder”.
- Control (Mac), right mouse (Win) -click the top most folder and select Promote Subfolder to remove the parent folder & promote the child folder(s).
- Cmd/Ctrl or Shift -click (same as your operating system) to display multiple folder’s contents.
- Control (Mac), right mouse (Win) -click a folder to “Create a Subfolder
- Control (Mac), right mouse (Win) -click a folder to synchronize (import) any additional images in that folder.

Viewing Images

- Grid (G), Loupe (E) (or double click to move from Grid to Loupe and vice versa) .
- “I” cycles between 2 different information overlays in Loupe View (content controlled in View > View Options).
- Set preferred zoom preference in Navigator .
- Spacebar and/or Cmd/Ctrl toggles between the preferred Fit/Fill and 1:1 / custom zoom.
- Cmd/Ctrl + “+” or “-” (plus or minus) toggles through Fit/Fill,1:1 and the custom Zoom setting.
- Cmd/Ctrl + [and] rotates 90° CW or CCW.
- In Compare View (C), the down arrow swaps Select and Candidate, up arrow promotes Select to Candidate.
- In Survey View (N) “/” (forward slash) removes the active image from the selection.
- Photo > Stacking has an option to “Auto Stack by Capture Time”.

Selecting and Navigating Images

- The Up, Down, Left and Right arrow keys navigate the Grid View.
- Click -drag the image thumbnail to move between folders, add to collections etc. (not the outer gray “slide mount” area).
- Select multiple images using operating System’s modifier keys.
- / (Forward slash) deselects the active photo
- Cmd/Ctrl + A selects all, Cmd/Ctrl + D deselects all.
- Cmd/Ctrl + Shift + D selects only active photo - or click outside of the image thumbnail (in the gray area) to deselect multiple selected images while simultaneously selecting the one clicked upon.
- The back/forward icons and Recent Sources/Favorites lists at the top of the Filmstrip strip are helpful for navigation.
- When multiple files are selected in the Library module, making changes to files in the Grid view will change all selected, if viewing Loupe view, then only the “most selected” image will be changed.

Setting Flags, Labels and Ratings

- “X” applies reject, “U” unflags, and “P” or “~” flags. Cmd/Ctrl up/down arrow increases/decreases flag status.
- Use the numeric keys 1-5 to apply star ratings, 6-9 apply color labels (6-9), “[” and “]” increase/decrease star ratings.
- Holding the Shift or turning on the Caps Locks auto advances to the next image after labeling, flagging or rating.

Renaming Files

- Create a template and be consistent whenever possible.

Filtering

- “\” (backslash) toggles the visibility of the filter bar while in Grid view (Loupe view automatically hides the Filter bar).
- Click the lock icon (at the right of the filter bar) to lock the filter on when moving from one folder/collection to another.
- Filters can be saved as presets.

Removing vs Deleting Files

- Tapping the Delete key displays the option to delete or remove the photo.
- Cmd/Ctrl + Delete to delete rejected photos.
- Opt/Alt + Delete to remove photo from catalog.

Custom Sort Orders

- Custom Sort orders depend on folder hierarchy. If a folder contains subfolders a custom sort order is not possible unless the option to “Include Items from Subfolders) is disabled. Custom Sort orders are not available for Smart Collections.

Collections

- Control (Mac), right mouse (Win) -click a regular collection to “Set as Target Collection”. Then, using the shortcut “B” will add selected images(s) into the targeted collection instead of the default Quick Collection.
- Opt/Alt -click the plus icon within the New Smart Collection dialog for additional options.
- Use collections to check for keywords, “best of” certain date range, etc.
- Click the + icon and choose to sort Collections by Name or by Kind.
- Control (Mac), Right mouse (Win) -click the collection set to create a collection directly within that set.
- Control (Mac), Right mouse (Win) -click a regular collection to export the collection as a catalog.
- Control (Mac), Right mouse (Win) -click a smart collection to import and export smart collection settings.

Publish Collections

- Publish Collections are not limited to online services like Flickr, but can be created on any drive to keep track of images handed off to clients for example.
- Published Collections will automatically keep track of any changes made to an image since it was last published.
- Published Collections were built with same the extensibility as our Export Plug-ins. Check here to see what’s developed: <http://www.adobe.com/cfusion/exchange/>

Quick Develop

- Opt/Alt toggles the Clarity slider to Sharpening and Vibrance/Saturation.

Keywords

- “Auto Complete” keyword suggestions are controlled through Catalog Settings > Metadata.
- “Suggested Keywords” are based on existing keywords as well as capture time proximity.
- Opt/Alt + 1-9 applies keywords from a set.
- Easily import / export keyword lists using Metadata > Import.
- Cmd/Ctrl + right arrow moves to the next image while keeping the keyword field highlighted (this also works for captioning).

Metadata

- Create Presets for metadata whenever possible and apply at any time using the Preset menu in the Metadata panel.
- A blank metadata field with a “check” will overwrite (eliminate) existing data in that field.
- Metadata > Edit Capture Time can shift or change the time stamp on an image(s).
- Opt/Alt -click the GPS Map Location arrow to go to Yahoo (instead of the default - Google).
- Adding a “Description” in Photoshop’s File Info is the same as adding a “Caption” in Lightroom.

The Tool Bar

- Customize the Tool Bar options by clicking on the downward facing triangle and select the desired options from the list.
- “T” toggles the visibility of the Tool bar.
- Cmd Opt/Ctrl Alt + K invokes the Painter tool (used to “spray-on” information). Opt/Alt -click to remove the information. Escape releases the tool.
- Click the a/z (sort direction) icon to sort ascending/ descending or vice versa.

The Develop Module (D) Interface

- Control (Mac), Right mouse (Win) -click the gray background and change to Light Gray (to avoid underexposing).
- Opt/Alt double-click to move from Grid view to the Develop module (and vice-versa).
- Choose images from Collections or from the Recent and Favorites lists at the top left of the Filmstrip.
- Click the toggle switch at the top of any panel to temporarily hide the panel’s effects (except the Basic panel).
- “/” Backslash toggles Before/After of all panel changes. Actually goes to history state
- Double click the name of a slider to reset it to the default values.
- Opt/Alt changes a group of sliders name (such as Presence in the Basic Panel) to “Reset Presence” in order to quickly reset the group of sliders with a single click.
- Page up and down navigates an image screen by screen (helpful when using the Spot Removal Tool (Q)).
- Cmd/Ctrl + ‘ (apostrophe) creates a virtual copy.

History and Before and After View

- Rollover the "X" in History panel header and click "Clear All" to manually clear history.
- "Y" toggles Before and After view. Shift + Y splits screen.
- Drag and drop states from History panel to the Before preview to compare different states in time.
- Control (Mac), right mouse (Win) -click on a snapshot to "Copy Snapshot Settings to Before" preview in before/after view.

Histogram

- Drag directly in the histogram to change values.
- "J" toggles on/off shadow/highlight clipping preview.

Cropping (R)

- Aspect Ratio (depends on how you drag). "X" flips the crop horizontal to vertical.
- Create and save additional aspect ratio preset (these can then be applied in Quick Develop).
- Return/Enter will apply the crop. Escape removes crop, or resets it to start of editing session of current image.
- Cmd+ Opt /Ctrl + Alt + drag with the Crop tool swaps to Angle tool and displays an angled Grid Overlay
- "O" cycles Crop overlay options, Shift + O cycles crop overlay orientation.

Basic Tab

- Cmd/Ctrl + U applies Auto Tone (which can help set black and white points and increase dynamic range for flat images).
- Cmd/Ctrl + Shift + U selects Auto White Balance.
- White Balance values will differ for raw and JPEG files (temperature vs fixed , numeric values).
- "W" toggles the White Balance Selector tool (very useful to dismiss the tool if you don't use the auto-dismiss feature).
- Use the Tool bar to hide/show the Loupe and Auto Dismiss features for the White Balance tool.
- Opt/Alt -drag Exposure and Blacks sliders to preview clipped values in an image.
- With the White Balance Selector tool (W) chosen, use the Tool bar to hide/show the Loupe and Auto Dismiss features.
- Clarity is weighted to increases/decreases midtone contrast more than the contrast slider.
- Use Vibrance to add saturation while avoiding most shifts in skin-tone.

Tone Curve

- Click -drag up/down on a image with Targeted Adjustment Tool (small circle in upper right of panel) to increase/decrease value. Escape puts the tool back.
- Clicking the Point Curve icon in the lower right of the Tone Curve Panel enables the placement of multiple targeted points on the curve.

HSL/Color/Grayscale (V) Adjustments

- The HSL and Color Panels contain the same features but are simply displayed differently.
- Click-drag up/down with the Targeted Adjustment Tool (small circle, upper left of panel) to shift the color range adjustment.

Split Toning

- Opt/Alt -drag the Hue slider to view the colors at 100% saturation. Then release the key and dial in the amount of color.
- Opt/Alt -drag Balance slider to preview the color toning's saturation at 100%.

Detail

- Click the exclamation point icon to view images at 100% to see the effects of sharpening/noise reduction accurately.
- Use the Detail slider to suppress sharpening in landscape images, use the Masking slider for portraits.
- Opt/Alt -drag Detail and Masking slider to display a B/W preview of the mask.
- Noise Reduction - Detail and Contrast sliders are useful for very noisy images. Higher values preserve more details/image contrast but may produce noisier/blotchy results. Lower values produce cleaner results but may also remove some image details/have less contrast.

Lens Correction

- Opt/Alt -drag Red/Cyan or Blue/Yellow Chromatic Aberration sliders to display single color shift correction.
- Use the free Adobe Lens Profile Creator Tool to create lens profiles for less common lens/camera combinations. <http://labs.adobe.com/> .

Effects

- Vignetting: Highlight Priority - Enables highlight recovery but can lead to color shifts in darkened areas of a photo. Suitable for photos with bright image areas such as clipped specular highlights (more like a traditional exposure burn). Color Priority - Minimizes color shifts in darkened areas of a photo but cannot perform highlight recovery.

Graduated Filter (M)

- Opt/Alt + ' (apostrophe) changes the direction of the Graduated Filter.
- Opt/Alt -drag the Graduated Filter to scale from center.
- Shift -drag constrains Graduated Filter to a straight line.
- "H" Hide/Show Pins.

Adjustment Brush (K)

- Shift -drag constrains brush to a straight line.
- Scrubbing" (dragging left or right) on the pin increases/decreases all attributes applied.
- "O" Show/Hide Mask Overlay, Shift + O cycles Mask Overlay colors.
- Opt/Alt toggles Adjustment Brush and Eraser tool.
- Flow sets speed of adjustment made with a stroke, density caps amount of change.
- "A" toggles Auto Mask on/off.
- "/" (forward slash) toggles between brush A and B.
- After choosing the setting for a brush, save it as a preset if you might use it again.
- "H" Hide/Show Pins.

Synchronize Setting

- Toggle the Auto Sync switch to apply changes to all selected images.
- Create presets to be applied to other images/shoots.
- Any Develop preset can also be applied on import.
- Cmd+ Opt /Ctrl + Alt + Shift + M will Match Total Exposures (Now available in Library as well as Develop)

Export

- Use "Original" when exporting images that need to remain in their original formats.
- Set an Image's longest dimension when mixed aspect ratios.
- Save Presets whenever possible.
- To Export files from Lightroom and automatically run droplets (Batch Actions) in Photoshop, place the droplet in the Export Actions folder and choose Post Processing > After Export > (name of droplet).

Edit in Photoshop

- Create Presets for commonly exported file types, bit depth etc. (Preferences > External Editing).
- Use Photo > Edit In to hand off files to Photoshop as Smart Object, Panorama, HDR and/or Multi-Layered Documents.
- Control (Mac), Right mouse (Win) -click on image to quickly select export presets.

Consistent to All Output Modules

- Easily select files to work with using the Content Selector (All Filmstrip Photos, Selected Photos or Flagged Photos) in the Tool bar.
- Reorder by dragging images in the Filmstrip.
- Sharpening will automatically be adjusted for increase/decrease in size (for the Print and Web modules).

Slideshow

- Add text breaks in the Caption metadata field (in the Library) to create multi-line captions.
- *Adding a "Description" in Photoshop's File Info is the same as adding a "Caption" in Lightroom.*
- Cmd/Ctrl + Return/Enter enters slideshow mode.

Print

- Use the Print to JPEG option to enter Custom File Dimensions and remove margins.
- When using the Picture Package Layout Engine - Opt/Alt drag to make a duplicate cell.
- Cmd/Ctrl -drag an image to reposition within cell if the aspect ratio of the cell doesn't match the image.
- Saved templates include Page Setup and Printer specific settings allowing the Print One feature to simply print with the saved template settings.

Saving Metadata to files

- Cmd/Ctrl + S pushes data from LR's database into individual DNG, JPEG, PSD, and TIFF files (or XMP sidecar files for proprietary raw files).
- To automatically write changes into files (or into XMP sidecar files) choose Catalog Settings > Metadata > Automatically Write Changes into XMP.

Dual Monitors

- With screen can be the primary or secondary screen when using two monitors.
- Displaying selected images in Survey mode on one monitor as changes are being made in the develop module on another monitor is an excellent way to achieve a consistent look between images.
- Normal, Live and Locked modes on the secondary monitor give many different display options for showing clients images on a secondary computer.
- To move between views on a secondary monitor (Grid, Loupe, Compare and Survey), use the view mode shortcut key (G, E, C, N)+ Shift.

Presets

- Lightroom's presets can be found/copied/deleted here:
Mac (user)/Library/Application Support/Adobe/Lightroom
Win (user)/ Application Data/Adobe/Lightroom
- To move presets between machines, Control (Mac) / right mouse (Win) -click on any preset and choose Show in Finder (Explorer - Win) to automatically find the presets folder. Then, copy and paste (using the operating system) the preset files to the same location on the other machine.
- Control (Mac) / right mouse -click on any preset and choose "Update with Current Settings" if you've modified a preset and want to override the original.

Additional Areas of Interest:

Quick Develop Increments

The large and small arrow buttons in Quick Develop (in the Library module) make the following changes:

Exposure	1/3 stop, 1 stop	Recovery	5, 20	Fill Light	5, 15
Blacks	1, 10	B & C	5, 20	Vibrance	5, 20

Backing Up Catalogs

To create a backup of the catalog, select File > Catalog Settings > General and select how often Lightroom should create a backup of your catalog. Remember, this is only creating a backup of the Lightroom catalog (not your images). The backup might use a little disk space, but it's well worth the investment just in case something happens to the primary catalog. You can also change the location of the Backup when prompted to backup (to another drive for example) - a great idea just in case you loose a drive!

Storing Your Presets and Templates with a Catalog

This option is particularly useful if you need to constantly move your catalog and images from one computer to another. For example, in an educational photo lab environment, a student might move from one machine to another at every class. Choosing Preferences > Presets > Store Presets with Catalog allows any user-created setting such as metadata templates, develop presets etc. to be stored with (in the same folder as) the associated catalog instead of in the default location. For those that share computers, the advantage is that you won't have to see all of the other photographer's catalog presets (like metadata templates). However, if you are working on your own computer, I would suggest that you do NOT change this option (instead, save the presets that you make to the default location) so that your presets will be accessible if you decide to create multiple catalogs.

Advanced Collections

Another great use for collections provide a way for you to manage tasks in your workflow. For example you can create a Smart Collection that will search for and display all images that don't have keywords or copyright applied (so that you know what you still have to do). Or you can create one that displays all of the 2 star images taken within the past 30 days that haven't had adjustments (treatments) applied.

Synchronizing Folders

Occasionally you may download one card into a folder and start importing the files into Lightroom while you continue shooting additional images for the same job. If you then copy additional files to the same original folder and want to make Lightroom aware of them, you can choose to import the folder again, (Lightroom will not import the original files again) or target the folder in the Library module and simply select Library > Synchronize Folder.

How Lightroom Works with Metadata from Other Applications

Lightroom can understand changes made in Bridge and Camera Raw (the addition of metadata such as copyright or changes made to color or tone). However by default, if you open a file in Bridge and make changes to the metadata, Lightroom will NOT automatically update the metadata. Lightroom will warn you that the file has changed outside of the application (by displaying an icon in the Grid view). You can then choose whether or not you want to use the updated metadata from Bridge/Camera Raw or use the information in Lightroom's database (click the icon to choose, or select Metadata > Read Metadata from File to replace). Additional software applications that follow the XMP standard should also be able to read/write Lightroom and Photoshop's metadata.

Re-linking Files and Folders

If files and/or Folders have been moved (behind Lightroom's back!), Lightroom will lose the link to the file and display a "?" next to the missing image in the Grid view or next to folder in the Folder panel. Clicking on the "?" icon will allow you to re-link any files (Lightroom will prompt you to find the files that you moved). You can also re-link folders that have been moved or renamed by Control (Mac) / right mouse -clicking on the folder name in the Folders panel and choose Update Folder Location. Choose Library > Show Missing Photos too quickly see all missing photos.