



Library Module: Manage & Organize

General Library Shortcuts

G	Grid View
E	Loupe View (Single Image)
C	Compare View
N	Survey View
D	Switch to Develop Module
I	Cycle Info Overlay (Grid/Loupe)
L	Cycle Lights Out Mode
Ctrl+I / Cmd+I	Import Photos
Ctrl+E / Cmd+E	Edit in Photoshop (if configured)

Rating, Flagging & Labeling

P	Flag as Pick
X	Flag as Reject
U	Remove Flag (Unflag)
1 - 5	Set Star Rating (1-5 stars)
0	Remove Star Rating
6 - 9	Set Color Label (Red, Yellow, Green, Blue)
(no number)	Remove Color Label
Caps Lock	Enable Auto-Advance (automatically moves to next photo after rating/flagging)

Viewing & Navigation

Spacebar	Toggle Loupe/Grid View (or Zoom in Loupe)
Z / Click	Zoom In/Out (in Loupe View)
Home	Go to First Photo
End	Go to Last Photo
Left/Right Arrows	Previous/Next Photo
Tab	Hide/Show Side Panels
Shift+Tab	Hide/Show All Panels (Side Panels + Top/Bottom Bars)
F	Cycle Full Screen Modes

Develop Module: Editing Power

Develop Module Shortcuts

R	Crop Tool
Q	Spot Removal Tool
M	Graduated Filter
Shift+M	Radial Filter
K	Adjustment Brush
V	Convert to Black & White
Y	Cycle Before/After Views
J	Show Clipping Mask (Shadows/Highlights)
Ctrl+Z / Cmd+Z	Undo Last Action

Basic Panel Adjustments

Exposure	Overall brightness of the image.
Contrast	Difference between light and dark areas.
Highlights	Adjusts the brightest parts of the image.
Shadows	Adjusts the darkest parts of the image.
Whites	Sets the white point (brightest pixels).
Blacks	Sets the black point (darkest pixels).
Clarity	Adds mid-tone contrast for perceived sharpness.
Vibrance	Increases saturation of less-saturated colors.
Saturation	Increases intensity of all colors equally.

Local Adjustment Tools & Tips

Adjustment Brush (K)	Paint adjustments onto specific areas. Use [and] to change brush size. Hold Alt / Opt to switch to eraser.
Graduated Filter (M)	Apply adjustments gradually across an area. Hold Shift while dragging to constrain to horizontal/vertical.
Radial Filter (Shift+M)	Apply adjustments inside or outside an ellipse. Check 'Invert' to affect the area outside the circle.
Spot Removal (Q)	Heal or clone out distractions. Use [and] for size. Use / to cycle source visualization.
0 (with tool active)	Show/Hide Mask Overlay for local adjustments.
Shift+0 (with tool active)	Cycle Mask Overlay colors.
H (with tool active)	Show/Hide Tool Pins.
Range Mask	Refine local adjustments based on Color or Luminance range (available within tool settings).

Workflow, Export & Pro Tips

Basic Lightroom Workflow

1. Import:

- Connect camera/card or select folder.
- Use the Import dialog (`Ctrl+Shift+I` / `Cmd+Shift+I`).
- Choose destination, apply presets (optional), add keywords.

2. Organize (Library Module):

- Cull photos using flags (`P`, `X`) and ratings (`1-5`).
- Add keywords and metadata.
- Create Collections or Smart Collections for grouping.

3. Develop (Develop Module):

- Make global adjustments (Basic panel, Tone Curve, HSL).
- Apply local adjustments (Brush, Filters).
- Sharpening & Noise Reduction.
- Lens Corrections & Effects.

4. Export:

- Select finished photos.
- Use the Export dialog (`Ctrl+Shift+E` / `Cmd+Shift+E`).
- Choose settings (file type, size, quality, location).

5. Backup:

- Regularly back up your Lightroom Catalog.
- Back up your original photo files separately.

Remember: Lightroom uses non-destructive editing. Your original files are never changed.

Exporting Essentials

File Type	<code>JPEG</code> : Best for web, email, general sharing. <code>TIFF</code> : Best for printing or further editing in other software (larger file size). <code>DNG</code> : Adobe's raw format, good for archiving.
Color Space	<code>sRGB</code> : Standard for web and most devices. <code>Adobe RGB</code> / <code>ProPhoto RGB</code> : Wider gamut, good for printing (ensure printer profile matches).
Quality (JPEG)	<code>80-100</code> : High quality for most uses. <code>60-80</code> : Good balance for web use. Lower values reduce file size but decrease quality.
Image Sizing	Resize to fit specific dimensions (e.g., <code>Long Edge: 2048 pixels</code> for web). Set resolution (PPI) - <code>72-96</code> for web, <code>240-300</code> for print.
Output Sharpening	Apply sharpening tailored for <code>Screen</code> or <code>Print</code> (Matte/Glossy). Amount: <code>Standard</code> is often a good starting point.
Metadata	Choose what info to include (Copyright Only, Camera & Settings, All Metadata). Remove Location Info if privacy is a concern.
Watermarking	Add a text or graphical watermark if desired.
Export Presets	Save frequently used settings as presets for quick access.

Performance & Handy Tips

Optimize Catalog: Go to `File > Optimize Catalog` regularly to keep it running smoothly.

Build Smart Previews: Generate Smart Previews on import or later (`Library > Previews > Build Smart Previews`). Allows editing even when original files are offline and can speed up Develop module performance.

Standard Previews: Ensure Standard Preview size matches your monitor resolution (`Edit > Catalog Settings > File Handling`).

Pause Address & Face Lookup: If not needed, pause these background tasks in the Activity Center (click the identity plate top-left).

Use Solo Mode: Right-click on a panel header (e.g., Basic) and select 'Solo Mode'. Only one panel stays open at a time, reducing scrolling.

Reset Sliders: Double-click a slider name (e.g., 'Exposure') to reset it to zero.

Copy/Paste Settings: Use `Ctrl+Shift+C` / `Cmd+Shift+C` (Copy) and `Ctrl+Shift+V` / `Cmd+Shift+V` (Paste) to apply settings from one photo to others.

Virtual Copies: Create multiple versions of an image without duplicating the file using `Ctrl+'` / `Cmd+'` .

Target Adjustment Tool: Click the small circle icon in panels like Tone Curve or HSL, then click and drag on the image itself to adjust corresponding tones/colors.