



Adobe Photoshop Elements' Organizer Cheat Sheet

A table of the shortcuts available. Learn them, know them, use them!

File Menu

- Get Photos
 - From Camera/Card Reader: **Ctrl + G**
 - From Scanner: **Ctrl + U**
 - From Files & Folders: **Shift + Ctrl + G**
 - From Mobile Phone: **Shift + Ctrl + M**
- Catalog: **Shift + Ctrl + C**
- Burn: **Ctrl + B**
- Duplicate: **Shift + Ctrl + D**
- Rename: **Shift + Ctrl + N**
- Move: **Shift + Ctrl + V**
- Export: **Ctrl + E**
- Attach to E-mail: **Shift + Ctrl + E**
- Page Setup: **Shift + Ctrl + P**
- Print: **Ctrl + P**
- Exit : **Ctrl + Q**

Edit Menu

- Undo: **Ctrl + Z**
- Redo: **Ctrl + Y**
- Copy: **Ctrl + C**
- Select All: **Ctrl + A**
- Deselect: **Shift + Ctrl + A**
- Delete from Catalog: **Del**
- Rotate 90 Left: **Ctrl + Left**
- Rotate 90 Right: **Ctrl + Right**
- Auto Smart Fix: **Shift + Ctrl + I**

- Go to Standard Edit: **Ctrl + I**
- Edit with Photoshop: **Ctrl + H**
- Adjust Date and Time: **Ctrl + J**
- Add Caption: **Shift + Ctrl + T**
- Update Thumbnail: **Shift + Ctrl + U**
- Set as Desktop Wallpaper: **Shift + Ctrl + W**
- Stack
 - Stack Selected Photos: **Ctrl + Alt + S**
 - Reveal Photos in Stack: **Ctrl + Alt + R**
- Color Settings: **Ctrl + Alt + G**
- Preferences: **Ctrl + K**

Find Menu

- Set Date Range: **Ctrl + Alt + F**
- Clear Date Range: **Shift + Ctrl + F**
- By Caption or Note: **Shift + Ctrl + J**
- By Filename: **Shift + Ctrl + K**
- By Media Type
 - Photos: **Alt + 1**
 - Videos: **Alt + 2**
 - Audio: **Alt + 3**

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A table of the shortcuts available. Learn them, know them, use them!

- Creations: **Alt + 4**
- Items with Audio Captions: **Alt + 5**
- Items with Unknown Date or Time: **Shift + Ctrl + X**
- Untagged Items: **Shift + Ctrl + Q**

View Menu

- Photo Review: **F11**
- Photo Compare: **F12**
- Refresh: **F5**
- Go To
 - Back: **Alt + Left**
 - Forward: **Alt + Right**
- Media Types: **Ctrl + Alt + M**
- Details: **Ctrl + D**
- Timeline: **Ctrl + L**
- Collapse All Tags: **Ctrl + Alt + T**
- Expand All Tags: **Ctrl + Alt + X**
- Expand All Stacks: **Ctrl + Alt + Y**

Window Menu

- Photo Browser: **Ctrl + Alt + O**
- Date View: **Ctrl + Alt + C**
- Tags: **Ctrl + T**
- Collections: **Ctrl + Alt + L**
- Properties: **Alt + Enter**

Help Menu

- Help: **F1**

In the Photo Well

- Moving: **Arrow Keys**
- Multiple Selections:
 - Continuous: **Shift + Click; Shift + Arrow Keys**
 - Non-Continuous: **Ctrl + Click**
- Thumbnail Zoom
 - Larger Thumbnails: **Ctrl + +**
 - Smaller Thumbnails: **Ctrl + -**
- Attach Tags
 - Favorites: **Alt + F1**
 - 5 Stars: **Ctrl + 5**
 - 4 Stars: **Ctrl + 4**
 - 3 Stars: **Ctrl + 3**
 - 2 Stars: **Ctrl + 2**
 - 1 Star: **Ctrl + 1**
 - Hidden: **Alt + F2**

Photo Compare/Review Mode

- Previous & Next: **Arrow Keys**
- Play: **F5**
- Exit: **Escape**
- Fit in Window: **Ctrl + 0**
- Actual Size: **Ctrl + Alt + 0**