













Maintaining Images

Task	Menu or Command	Keyboard Shortcut	
Adding a new folder and images to the database	Database menu > Database Wizard	Ctrl+W	
Updating/ Rescanning a folder (Adding new images, updating changed images)	Context menu of folder > Rescan	Ctrl+F5	
Rescanning a folder with saved settings (One-click)	Context menu of folder > One-click Rescan	Shift+F5	
Renaming Images	Context menu of image > Rename You can also just click on the file name below the thumbnail		
Copying or Moving images (Similar to Windows Explorer)	Context menu of images > Copy/Move Context menu > Quick Move/Copy You can also just select and drag the images to a folder in the Database Tree on the left	Ctrl+Shift+C Ctrl+Shift+M	
Deleting Images	Context menu of Images > Delete	Del	
Batch Renaming large sets of images	Tools > Smart Rename		
Creating Contact Sheets	Tools > Contact Sheet Builder		
Rotating Images (changing the image on disk)	Context menu > Transform > Image	R 90° Ctrl+Cursor right L 90° Ctrl+Cursor left	
Virtually Rotating images (also for RAW files, no change to the image on disk)	Context menu > Transform > Virtual	R 90° NumPad 6 L 90° NumPad 4	
Go to a specific image	Context menu > Go to...	Ctrl+G	
Maximize the thumbnail panel	Blue arrow button on the left side of the toolbar		
Opening Images in other applications	Drag selected images from IMatch to the application icon or the application window You can also add your favorite applications to the Tools > User Tools menu in IMatch	Ctrl+Shift+O	
Edit images in the built-in Image Editor	Context menu > Edit	Ctrl+E	
View Images in Slide Show	Context menu of images > Slide Show	Ctrl+F12	
Searching for images	Search menu in the main menu bar	Ctrl+M	
Use a Filter to control which files are displayed	Filter button in toolbar above the thumbnail window		

Categorizing Images

Task	Menu or Command	Keyboard Shortcut	
Assigning an image to one or more categories from inside the Database View	Open Category Assignment Dialog if not already open and then check the box in front of the category	Ctrl+Alt+A	
Removing (un-assigning) an image from one or more categories from inside the Database View	Open Category Assignment Dialog if not already open and then uncheck the box in front of the category	Ctrl+Alt+A	
Removing images from a category in the Category View	From the context menu, choose " Un-assign from Active Category"	Del	
Using Drag and Drop in the Category View...	Drag the selected images to the target category in the tree on the left. Hold down the Ctrl key to copy, else IMatch moves the images to the target category		
To change the Category Properties like colors, description or expression...	From the (right mouse button) context menu, open the Properties dialog of the Category	Alt+Return	
To interactively combine images from different categories into a new category...	Drag the categories to the Category Builder below the Category tree on the left		
Using the F3 quick assign / un-assign dialog		F3	
Display the number of images in a category	Click on the Category Counts toolbar button	Σ button in toolbar	
Creating, Removing, Changing Categories	Switch to the Category View, use the context menu	See Context Menu	
Creating and Editing Category Splashes	Category View, Toolbar Button		



IMatch Quick Reference Chart

The comprehensive reference for the most frequently used IMatch features

Working with XMP, EXIF and IPTC

Task	Menu or Command	Keyboard Shortcut	
View or edit IPTC data	IPTC toolbar button above Thumbnail window	Ctrl+F11	
View or edit EXIF data	EXIF toolbar button above Thumbnail window	Shift+F12	
View or edit XMP data	XMP toolbar button above Thumbnail window	Shift+Alt+F12	
Setting/Toggling Rating and Labels	Context menu of images > XMP	Ctrl+(1...5) or Ctrl+Shift(1...5)	
	<i>Toggling ratings while in the Slide Show:</i>	(1..5)	
Sorting by IPTC, EXIF and XMP Data	Create a new sort preset via Options > Sort Preset and add the XMP fields representing the data you want to use for sorting		
Searching for IPTC, EXIF and XMP Data	Search > For XMP Data. All IPTC, EXIF and XMP fields can be included in your search		
Using IPTC, EXIF and IPTC Data in Contact Sheets, Batch Processor, Slide Show, Property Windows, Thumbnail Panels, Web Galleries	All these tools and features allow you to access meta data via IMatch <i>variables</i> . Just select the variables you want from the variables selector dialog box		

Switching Windows, Toggling Features

Task	Menu or Command	Keyboard Shortcut	
Go directly to a specific View	View Menu	Ctrl+Alt+{1...4}	
Show / Hide One-Click Bar	View Menu	Ctrl+Alt+6	
Show / Hide Thumbnail Property Window	View Menu	Ctrl+Alt+7	
Show / Hide Info Tips	View Menu	Ctrl+Alt+8	

Thumbnail Panel and Folder Indicators

IMatch uses icons on folders and thumbnails to visualize specific conditions or states.

Icon	Description
	Folder is off-line (removable media, network connection) or does no longer exist on your hard disk. If the folder was moved or renamed outside of IMatch, you can use the <i>Relocate</i> command to tell IMatch the new location/name of the folder.
	The folder has changed and needs to be <i>rescanned</i> to bring it up-to-date. To start a rescan, use the context menu of the folder, the Database Wizard (Ctrl+W) or run a One-click Rescan
	Thumbnail / Folder is off-line or does no longer exist on hard disk
	This image has a bookmark (Click on the icon or use <i>Ctrl+B</i> to toggle bookmarks)
	This image is marked as read-only. Click on the icon or use the <i>Read-Only toggle</i> command
	These icons are used in <i>Result Windows</i> to indicate identical matches (=) and matches which are also originals (↗) in your search.
	Used in the <i>Slide Show</i> and <i>View</i> window to indicate that an <i>Off-line Cache</i> image is displayed
	When you move/copy a file to a folder and this folder already contains a file with the same name, IMatch will display a dialog box which allows you to determine what to do. The indicators will tell you which file has a larger size on disk , has larger dimensions or is newer on disk .

Support and Information

Photools.com Web Site	http://www.photools.com	The Official IMatch Home Page
IMatch User Forum	http://ptforum.photoolsweb.com	Discuss IMatch-related topics with thousands of other users from all over the World.
IMatch Wiki	http://wiki.photoolsweb.com	The Official IMatch Wiki with tons of information, FAQ, How To's, Tutorials and hundreds of pre-built and free scripts