

## SCRIVENER – LONG LIST OF SHORTCUTS

### Scrivener Keyboard Shortcuts for Windows Documents

- **Move Item Up:** Ctrl+Up
- **Remove Item** Shift+Del
- **Move Item Down:** Ctrl+Down
- **Move Item Left:** Ctrl+Left
- **Move Item Right:** Ctrl+Right
- **Split At Selection:** Ctrl+K
- **Split With Selection as name:** Ctrl+Shift+K
- **Set Selection as name:** F2
- **Duplicate Item With SubDocs:** Ctrl+D
- **Duplicate Item W/O SubDocs:** Ctrl+Shift+D
- **Take Snapshot:** Ctrl+5
- **Take Snapshot With name:** Ctrl+Shift+5
- **Open in Editor:** Ctrl+Shift+Return
- **Open in Other Editor:** Ctrl+Alt+Return
- **Open In External Editor:** Ctrl+F5
- **Group Selection:** Ctrl+G
- **UnGroup Selection:** Ctrl+Shift+U
- **Merge Documents:** Ctrl+M

### Scrivener Keyboard Shortcuts for Editing

- **Add Current To Completions:** Ctrl+Alt+=
- **Show Spelling:** Ctrl+8, B
- **Insert Image:** Ctrl+Shift+H
- **Insert Current Date & Time:** Ctrl+F6
- **Project Search:** Ctrl+Shift+G
- **Undo:** Ctrl+Z
- **Redo:** Ctrl+Y
- **Cut:** Ctrl+X
- **Copy:** Ctrl+C
- **Paste:** Ctrl+V
- **Select All:** Ctrl+A
- **Find Dialog:** Ctrl+F
- **Find Next:** F3
- **Find Previous:** Shift+F3
- **Replace And Find Next:** Ctrl+H
- **Paste And Match Style:** Ctrl+Shift+V
- **Find By Format Dialog:** Ctrl+F3
- **Find Next By Format:** Ctrl+Shift+F3
- **Find Previous By Format:** Ctrl+Alt+F3
- **Complete Current Word:** Alt+=
- **Complete Current name:** Ctrl+Alt+4

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### Scrivener Keyboard Shortcuts for Files

- **New Project:** Ctrl+Alt+Shift+N
- **Open Project:** Ctrl+O
- **Page Setup:** Ctrl+Shift+P
- **Print:** Ctrl+P
- **Close Project:** Ctrl+F4
- **Save:** Ctrl+S
- **Save As:** Ctrl+Shift+S
- **Compile:** Ctrl+Shift+E
- **Import Files:** Ctrl+Shift+J
- **Import Web Page:** Ctrl+Shift+W
- **Export Files:** Ctrl+Shift+X

### Scrivener Keyboard Shortcuts for Formatting

- **Toggle Invisibles:** Ctrl+Shift+\
- **Toggle Ghost Notes:** Ctrl+Shift+7
- **Show Citations:** Ctrl+8, C
- **Toggle Ruler:** Ctrl+Shift+R
- **Fonts:** F4
- **Toggle FormatBar:** Alt+Right
- **Toggle Typewriter Scrolling:** Meta+Ctrl+T
- **Annotation:** Ctrl+Shift+A
- **Footnote:** Ctrl+Shift+F
- **Script Writing:** Ctrl+4
- **Outlined:** Ctrl+;
- **Script Elements Popup:** Ctrl+\
- **Strike Through:** Ctrl+Shift+-
- **Bold:** Ctrl+B
- **Enlarge Font:** Ctrl+>
- **Italic:** Ctrl+I
- **Shrink Font:** Ctrl+<
- **Underlined:** Ctrl+U
- **Super Script:** Ctrl+Alt+]
- **Sub Script:** Ctrl+Alt+[
- **To name Case:** Ctrl+6
- **To Smart Quotes:** Ctrl+`
- **To Straight Quotes:** Ctrl+Shift+`
- **To Single Spaces:** Ctrl+Space
- **Align Left:** Ctrl+L
- **Copy Style:** Ctrl+Shift+C
- **Align Center:** Ctrl+E
- **Paste Style:** Ctrl+Shift+Y
- **Align Justified:** Ctrl+J
- **Copy Ruler:** Ctrl+Alt+7
- **Align Right:** Ctrl+R
- **Paste Ruler:** Ctrl+Alt+8
- **Single Line Spacing:** Ctrl+Shift+1
- **Double Line Spacing:** Ctrl+Shift+2
- **Single Half Line Spacing:** Ctrl+Shift+3

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### Scrivener Keyboard Shortcuts for the Fullscreen Option

- **Full Screen Keywords:** Ctrl+Alt+6
- **Full Screen Go To:** Ctrl+Alt+5

### Scrivener Keyboard Shortcuts for the Help Option

- **Scrivener Manual:** F1

### Scrivener Keyboard Shortcuts for Other

- **Increase Left Indent:** Ctrl+Q
- **Decrease Left Indent:** Ctrl+Shift+Q
- **Increase Text Indent:** Ctrl+T
- **Decrease Text Indent:** Ctrl+Shift+T

### Scrivener Keyboard Shortcuts for the Project Menu

- **Project Statistics:** Ctrl+.
- **Text Statistics:** Ctrl+/
- **Add New Text:** Ctrl+N
- **Project Targets:** Ctrl+,
- **Add New Folder:** Ctrl+Shift+N
- **Toggle Keywords HUD:** Ctrl+Shift+G
- **Edit Meta Data:** Ctrl+Shift+M
- **Show Auto Complete List:** Ctrl+Shift+4

### Scrivener Keyboard Shortcuts for the Tools Menu

- **Toggle Scratch Pad:** Ctrl+Alt+Shift+P
- **Preferences:** F12

## SCRIVENER – LONG LIST OF SHORTCUTS

### Scrivener Keyboard Shortcuts for View

- **Previous Container:** Ctrl+Shift+Up
- **Next Container:** Ctrl+Shift+Down
- **Previous Document:** Alt+Shift+Left
- **Next Document:** Alt+Shift+Right
- **Enclosing Group:** Alt+Shift+Up
- **Editor Selection:** Alt+Shift+Down
- **Toggle Main ToolBar:** Alt+Left
- **Toggle Collections:** Ctrl+Shift+9
- **Toggle Editor HeaderBar:** Alt+Up
- **Play Pause Action:** Ctrl+Return
- **Toggle Editor FooterBar:** Alt+Down
- **Fast Forward Action:** Ctrl+}
- **Rewind Action:** Ctrl+{
- **Current Editor Back:** Ctrl+[
- **Current Editor Forward:** Ctrl+]
- **Alternate Editor Back:**
- **Alternate Editor Forward:**
- **Show Binder Tint:** F5
- **Show Icon Tint:** F6
- **Show Index Card Tint:** F7
- **Show Outliner Tint:** F8
- **Focus Next Major Element:** Ctrl+Tab
- **Reveal In Binder:** Ctrl+Shift+8
- **Show Index Card Label:** F9
- **Show Index Card Status:** F10
- **Show Index Card Keywords:** Ctrl+F12
- **Toggle Binder:** Ctrl+Shift+B
- **Toggle Inspector:** Ctrl+Shift+I
- **Toggle FullScreen:** F11
- **No Editor Split:** Ctrl+'
- **Horizontal Editor Split:** Ctrl++
- **Vertical Editor Split:** Ctrl+Shift+'
- **Show Text:** Ctrl+1
- **Show Corkboard:** Ctrl+2
- **Show Outliner:** Ctrl+3
- **Toggle Editor Lock:** Ctrl+Shift+L
- **Zoom In:** Ctrl+=
- **Zoom Out:** Ctrl+-
- **Expand All:**
- **Collapse All:**
- **Collapse All To Current Level:**