

### Scrivener for Windows Shortcuts

*Note: Any shortcut can be changed using Tools->Options->Keyboard.*

DOCUMENTS	FORMAT	PROJECT
Ungroup Selection: Ctrl+Shift+U	Script Writing: Ctrl+4	Toggle Keywords HUD: Ctrl+Shift+O
Remove Item: Shift+Del	Script Elements Popup: Ctrl+\	Project Statistics: Ctrl+.
Move Item Right: Ctrl+Right	Toggle Ruler: Ctrl+Shift+R	Text Statistics: Ctrl+/'
Merge Documents: Ctrl+M	Copy Ruler: (Ctrl+G, Ctrl+C)	Project Targets: Ctrl+,
Split At Selection: Ctrl+K	Paste Ruler: (Ctrl+G, Ctrl+P)	Edit Meta Data: Ctrl+Shift+M
Split With Selection As Title: Ctrl+Shift+K	Bold: Ctrl+B	Show Auto Complete List: Ctrl+Shift+4
Take Snapshot: Ctrl+S	Toggle Format Bar: Alt+Right	Add New Text: Ctrl+N
Take Snapshot With Title: Ctrl+Shift+S	Outlined: Ctrl+;	Add New Folder: Ctrl+Shift+N
Duplicate Item With SubDocuments: Ctrl+D	Italic: Ctrl+I	<b>TOOLS</b>
Duplicate Item Without SubDocuments: Ctrl+Shift+D	Toggle Typewriter Scrolling: (Ctrl+G, +Ctrl+T)	Toggle Scratch Pad: Ctrl+Shift+0
Move Item Up: Ctrl+Up	Strike Through: Ctrl+Shift+-	Preferences: F12
Open In External Editor: Ctrl+F5	Underlined: Ctrl+U	<b>VIEW</b>
Move Item Down: Ctrl+Down	Show ShowCitations: (Ctrl+G, Ctrl+O)	Toggle FullScreen: F11
Group Selection: (Ctrl+G, Ctrl+U)	Enlarge Font: Ctrl+>	No Editor Split: Ctrl+'
Move Item Left: Ctrl+Left	Shrink Font: Ctrl+<	Horizontal Editor Split: Ctrl++
<b>EDIT</b>	Super Script: (Ctrl+G, Ctrl+Up)	Vertical Editor Split: Ctrl+Shift+'
Undo: Ctrl+Z	Sub Script: (Ctrl+G, Ctrl+Down)	Show Text: Ctrl+1
Redo: Ctrl+Y	To Title Case: Ctrl+6	Show Corkboard: Ctrl+2
Cut: Ctrl+X	Toggle Case: Ctrl+Shift+6	Toggle MainBar: Alt+Up
Copy: Ctrl+C	To Smart Quotes: Ctrl+'	Show Outliner: Ctrl+3
Paste: Ctrl+V	Copy Style: Ctrl+Shift+C	Toggle Collections: Ctrl+Shift+9
Select All: Ctrl+A	To Straight Quotes: Ctrl+Shift+'	Toggle Editor Lock: Ctrl+Shift+L
Paste And Match Style: Ctrl+Shift+V	Paste Style: Ctrl+Shift+Y	Toggle HeaderBar: Alt+Left
Project Search: (Ctrl+G, Ctrl+S)	To Single Spaces: Ctrl+Space	Toggle FooterBar: Alt+Down
Find Dialog: Ctrl+F	Align Left: Ctrl+L	Previous Document: Alt+Shift+Up
Find Next: F3	Align Center: Ctrl+E	Next Document: Alt+Shift+Down
Find Previous: Shift+F3	Align Justified: Ctrl+J	Enclosing Group: Alt+Shift+Left
Find By Format Dialog: Ctrl+F3	Align Right: Ctrl+R	Editor Selection: Alt+Shift+Right
Complete Current Word: Alt+=	Single Line Spacing: Ctrl+Shift+1	Current Editor Back: Ctrl+[
Find Next By Format: Ctrl+Shift+F3	Double Line Spacing: Ctrl+Shift+2	Current Editor Forward: Ctrl+]
Add Current To Completions: (Ctrl+G, Ctrl+A)	Single Half Line Spacing: Ctrl+Shift+3	Show Binder Tint: F5
Complete Current Title: (Ctrl+G, Ctrl+M)	Toggle Invisibles: Ctrl+Shift+\	Show Icon Tint: F6
Find Previous By Format: Ctrl+Alt+F3	Toggle Ghost Notes: Ctrl+Shift+7	Show Index Card Tint: F7
Insert Image: (Ctrl+G, Ctrl+J)	Select Font: F4	Show Outliner Tint: F8
Show Spelling: (Ctrl+G, Ctrl+Q)	Annotation: Ctrl+Shift+A	Focus Next Major Element: Ctrl+Tab
Learn Spelling: (Ctrl+G, Ctrl+L)	Footnote: Ctrl+Shift+F	Reveal In Binder: Ctrl+Shift+8
Ignore Spelling: (Ctrl+G, Ctrl+I)	Inspector Comment: Shift+F4	Show Index Card Label: F9
<b>FILE</b>	Inspector Footnote: Shift+F5	Show Index Card Status: F10
Close Project: Ctrl+F4	Insert Non Breaking Space (Ctrl+G, Ctrl+W)	Show Index Card Keywords: Ctrl+F12
New Project: (Ctrl+G, Ctrl+N)	Insert Line Break (Ctrl+G, Ctrl+Y)	Play Pause Action: Ctrl+Return
Save: Ctrl+S	Insert Page Break (Ctrl+G, Ctrl+Z)	Fast Forward Action: Ctrl+}
Open Project: Ctrl+O	Toggle Pen Color Selected Text (Ctrl+G, Ctrl+H)	Zoom In: Ctrl+=
Save As: Ctrl+Shift+S	Toggle Highlight On Selected Text Ctrl+Shift+H	Rewind Action: Ctrl+{
Compile: Ctrl+Shift+E	<b>OTHER</b>	Zoom Out: Ctrl+-
Import Files: Ctrl+Shift+J	Increase Left Indent: Ctrl+Q	Toggle Binder: Ctrl+Shift+B
Import Web Page: Ctrl+Shift+W	Decrease Left Indent: Ctrl+Shift+Q	Toggle Inspector: Ctrl+Shift+I
Export Files: Ctrl+Shift+X	Increase Text Indent: Ctrl+T	<b>FULLSCREEN ONLY</b>
Page Setup: Ctrl+Shift+P	Decrease Text Indent: Ctrl+Shift+T	Full Screen Keywords: (Ctrl+G, Ctrl+K)
Print: Ctrl+P	Set Selection As Document Title: F2	Full Screen Go To: (Ctrl+G, Ctrl+G)
Print Preview: (Ctrl+G, Ctrl+R)		<b>HELP - F1</b>