

## 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+5	Toggle Format Bar: Alt+Right	Add New Text: Ctrl+N
Take Snapshot With Title: Ctrl+Shift+5	Outlined: Ctrl+;	Add New Folder: Ctrl+Shift+N
Duplicate Item With SubDocuments: Ctrl+D	Italic: Ctrl+I	TOOLS
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	VIEW
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++
Add New From First Template Ctrl+T, Ctrl+N	Super Script: (Ctrl+G, Ctrl+Up)	Vertical Editor Split: Ctrl+Shift+'
EDIT	Sub Script: (Ctrl+G, Ctrl+Down)	Show Text: Ctrl+1
Undo: Ctrl+Z	To Title Case: Ctrl+6	Show Corkboard: Ctrl+2
Redo: Ctrl+Y	Toggle Case: Ctrl+Shift+6	Toggle MainBar: Alt+Up
Cut: Ctrl+X	To Smart Quotes: Ctrl+'`	Show Outliner: Ctrl+3
Copy: Ctrl+C	Copy Style: Ctrl+Shift+C	Outline Collapse All Alt+[
Paste: Ctrl+V	To Straight Quotes: Ctrl+Shift+'`	Outline Expand All Alt+]
Select All: Ctrl+A	Paste Style: Ctrl+Shift+Y	Outline Collapse All To Current Level Alt+-
Paste And Match Style: Ctrl+Shift+V	To Single Spaces: Ctrl+Space	Outline Previous Container Ctrl+Shift+Up
Project Search: (Ctrl+G, Ctrl+S)	Align Left: Ctrl+L	Outline Next Container Ctrl+Shift+Down
Find Dialog: Ctrl+F	Align Center: Ctrl+E	Toggle Collections: Ctrl+Shift+9
Find Next: F3	Align Justified: Ctrl+J	Next Collection: Ctrl+G, Ctrl+Shift+[
Find Previous: Shift+F3	Align Right: Ctrl+R	Previous Collection: Ctrl+G, Ctrl+Shift+[
Find By Format Dialog: Ctrl+F3	Single Line Spacing: Ctrl+Shift+1	Toggle Editor Lock: Ctrl+Shift+L
Complete Current Word: Alt+=	Double Line Spacing: Ctrl+Shift+2	Toggle HeaderBar: Alt+Left
Find Next By Format: Ctrl+Shift+F3	Single Half Line Spacing: Ctrl+Shift+3	Toggle FooterBar: Alt+Down
Add Current To Completions: (Ctrl+G, Ctrl+A)	Toggle Invisibles: Ctrl+Shift+\	Previous Document: Alt+Shift+Up
Complete Current Title: (Ctrl+G, Ctrl+M)	Toggle Ghost Notes: Ctrl+Shift+7	Next Document: Alt+Shift+Down
Find Previous By Format: Ctrl+Alt+F3	Select Font: F4	Enclosing Group: Alt+Shift+Left
Insert Image: (Ctrl+G, Ctrl+J)	Annotation: Ctrl+Shift+A	Editor Selection: Alt+Shift+Right
Show Spelling: (Ctrl+G, Ctrl+Q)	Footnote: Ctrl+Shift+F	Current Editor Back: Ctrl+[
Learn Spelling: (Ctrl+G, Ctrl+L)	Inspector Comment: Shift+F4	Current Editor Forward: Ctrl+]
Ignore Spelling: (Ctrl+G, Ctrl+I)	Inspector Footnote: Shift+F5	Alt Editor forward: Ctrl+G, Ctrl+ ]
FILE	Insert Non Breaking Space (Ctrl+G, Ctrl+W)	Alt Editor back: Ctrl+G, Ctrl+ [
Close Project: Ctrl+F4	Insert Line Break (Ctrl+G, Ctrl+Y)	Show Binder Tint: F5
New Project: (Ctrl+G, Ctrl+N)	Insert Page Break (Ctrl+G, Ctrl+Z)	Show Icon Tint: F6
Save: Ctrl+S	Toggle Pen Color Selected Text (Ctrl+G, Ctrl+H)	Show Index Card Tint: F7
Open Project: Ctrl+O	Toggle Highlight On Selected Text Ctrl+Shift+H	Show Outliner Tint: F8
Save As: Ctrl+Shift+S	OTHER	Focus Next Major Element: Ctrl+Tab
Compile: Ctrl+Shift+E	Increase Left Indent: Ctrl+Q	Reveal In Binder: Ctrl+Shift+8
Import Files: Ctrl+Shift+J	Decrease Left Indent: Ctrl+Shift+Q	Show Index Card Label: F9
Import Web Page: Ctrl+Shift+W	Increase Text Indent: Ctrl+T	Show Index Card Status: F10
Export Files: Ctrl+Shift+X	Decrease Text Indent: Ctrl+Shift+T	Show Index Card Keywords: Ctrl+F12
Page Setup: Ctrl+Shift+P	Set Selection As Document Title: F2	Play Pause Action: Ctrl+Return
Print: Ctrl+P	FULLSCREEN ONLY	Fast Forward Action: Ctrl+}
Print Preview: (Ctrl+G, Ctrl+R)	Full Screen Keywords: (Ctrl+G, Ctrl+K)	Zoom In: Ctrl+=