

## Scrivener (Windows/Linux) default 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+/ Project Targets: Ctrl+,
Merge Documents: Ctrl+M	Bold: Ctrl+B	Edit Meta Data: Ctrl+Shift+M
Split At Selection: Ctrl+K	Toggle FormatBar: Alt+Right	Show Auto Complete List: Ctrl+Shift+4
Split With Selection As Title: Ctrl+Shift+K	Outlined: Ctrl+;	Add New Text: Ctrl+N
Take Snapshot: Ctrl+5	Italic: Ctrl+I	Add New Folder: Ctrl+Shift+N
Take Snapshot With Title: Ctrl+Shift+5	Toggle Typewriter Scrolling: Meta+Ctrl+T	
Duplicate Item With SubDocuments: Ctrl+D	Strike Through: Ctrl+Shift+-	
Duplicate Item Without SubDocuments: Ctrl+Shift+D	Underlined: Ctrl+U	<b>TOOLS</b>
Move Item Up: Ctrl+Up	Show ShowCitations: Ctrl+8, B	Toggle Scratch Pad: Ctrl+Shift+/ Preferences: F12
Open In External Editor: Ctrl+F5	Enlarge Font: Ctrl+>	
Move Item Down: Ctrl+Down	Shrink Font: Ctrl+<	
Group Selection: Ctrl+G	Super Script: Ctrl+Alt+] ]	<b>VIEW</b>
Move Item Left: Ctrl+Left	Sub Script: Ctrl+Alt+[ [	Toggle FullScreen: F11
	To Title Case: Ctrl+6	No Editor Split: Ctrl+'
	Toggle Case: Ctrl+Shift+6	Horizontal Editor Split: Ctrl++
<b>EDIT</b>	To Smart Quotes: Ctrl+'`	Vertical Editor Split: Ctrl+Shift+'
Show Spelling: Ctrl+:	Copy Style: Ctrl+Shift+C	Show Text: Ctrl+1
Undo: Ctrl+Z	To Straight Quotes: Ctrl+Shift+'`	Show Corkboard: Ctrl+2
Redo: Ctrl+Y	Paste Style: Ctrl+Shift+Y	Toggle MainBar: Alt+Up
Cut: Ctrl+X	To Single Spaces: Ctrl+Space	Show Outliner: Ctrl+3
Copy: Ctrl+C	Align Left: Ctrl+L	Toggle Collections: Ctrl+Shift+9
Paste: Ctrl+V	Align Center: Ctrl+E	Toggle Editor Lock: Ctrl+Shift+L
Select All: Ctrl+A	Align Justified: Ctrl+J	Toggle HeaderBar: Alt+Left
Paste And Match Style: Ctrl+Shift+V	Align Right: Ctrl+R	Toggle FooterBar: Alt+Down
Project Search: Ctrl+Shift+G	Single Line Spacing: Ctrl+Shift+1	Previous Document: Alt+Shift+Left
Find Dialog: Ctrl+F	Double Line Spacing: Ctrl+Shift+2	Next Document: Alt+Shift+Right
Find Next: F3	Single Half Line Spacing: Ctrl+Shift+3	Enclosing Group: Alt+Shift+Up
Find Previous: Shift+F3	Toggle Invisibles: Ctrl+Shift+\	Editor Selection: Alt+Shift+Down
Replace And Find Next: Ctrl+H	Toggle Ghost Notes: Ctrl+Shift+7	Current Editor Back: Ctrl+[
Find By Format Dialog: Ctrl+F3	Select Font: F4	Current Editor Forward: Ctrl+]
Complete Current Word: Alt+=	Annotation: Ctrl+Shift+A	Show Binder Tint: F5
Find Next By Format: Ctrl+Shift+F3	Footnote: Ctrl+Shift+F	Show Icon Tint: F6
Add Current To Completions: Ctrl+Alt+=		Show Index Card Tint: F7
Find Previous By Format: Ctrl+Alt+F3		Show Outliner Tint: F8
Insert Image: Ctrl+Shift+H	<b>FULLSCREEN ONLY</b>	Focus Next Major Element: Ctrl+Tab
	Full Screen Keywords: Ctrl+Alt+6	Reveal In Binder: Ctrl+Shift+8
	Full Screen Go To: Ctrl+Alt+5	Show Index Card Label: F9
<b>FILE</b>		Show Index Card Status: F10
Close Project: Ctrl+F4		Show Index Card Keywords: Ctrl+F12
New Project: Ctrl+Alt+Shift+N	<b>HELP</b>	Play Pause Action: Ctrl+Return
Save: Ctrl+S	Scrivener Manual: F1	Fast Forward Action: Ctrl+}
Open Project: Ctrl+O		Zoom In: Ctrl+=
Save As: Ctrl+Shift+S	<b>OTHER</b>	Rewind Action: Ctrl+{
Compile: Ctrl+Shift+E	Increase Left Indent: Ctrl+Q	Zoom Out: Ctrl+-
Import Files: Ctrl+Shift+J	Decrease Left Indent: Ctrl+Shift+Q	Toggle Binder: Ctrl+Shift+B
Import Web Page: Ctrl+Shift+W	Increase Text Indent: Ctrl+T	Toggle Inspector: Ctrl+Shift+I
Export Files: Ctrl+Shift+X	Decrease Text Indent: Ctrl+Shift+T	
Page Setup: Ctrl+Shift+P	Set Selection As Document Title: F2	
Print: Ctrl+P		

