



Dropbox cheat sheet

Dropbox web site

Note: Keyboard shortcuts will only work in Files tab of dropbox.com.

Up arrow / Down arrow	Move files between files or folders
Enter	Open a file or folder
/	Search files and folders
Ctrl	To select multiple non-consecutive files, select the first item, press and hold Shift and click the last item
Shift	To select multiple consecutive files, select the first item, press and hold Ctrl and click files or folders you want to select
Ctrl + A	Select all files
Esc	Deselect all files
Ctrl + C	Copy selected files
Ctrl + V	Paste selected files into current folder
F2	Rename selected file
Del	Delete selected files
Ctrl + Z	Undo recent move / copy / rename / delete operation
?	Show keyboard shortcuts

In expanded preview

These keyboard shortcuts can be used in an expanded preview.

Left arrow / Right arrow	Move between files and folders, scroll left/right in file
Up arrow / Down arrow	Move to next or previous page within a PDF/PPT file or scroll up and down within a PDF file
Page Up / Down	Move to next or previous page within a PDF/PPT file
Home	Move to first page of a PDF/PPT file
End	Move to last page of a PDF/PPT file
Ctrl + +	Zoom in
Ctrl + -	Zoom out

Dropbox desktop app

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + Alt + S	Strikethrough
Ctrl + K	Create link
Type [-] then press Space: Create to do	
- then Space	Bulleted list
1 then Space	Numbered list
@	To mention somebody, type @ then type the name.
Ctrl + Left arrow / Right arrow	Move a highlighted column left / right
Alt + Left arrow / Right arrow	Increase / decrease a highlighted column's width

Last modification: 11/26/2020 8:26:42 AM

More information: defkey.com/dropbox-shortcuts

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