



Zotero 5.0 (Windows) cheat sheet

Adding Items to Zotero Library

Ctrl + Shift + S	Save to Zotero
Ctrl + Shift + N	Create a New Item by Hand
Ctrl + Shift + O	Create a New Note
Ctrl + Shift + I	Import
Ctrl + Shift + Alt + I	Import from Clipboard

Editing Items (Info Tab)

Shift + Enter	Add Another Author/Creator when Editing Creator
Shift + Enter	Save Abstract or Extra field

Removing or Deleting Items and Collections

Del	(from My Library) Move to Trash
Shift + Del	(from My Library) Move to Trash without Confirmation Dialog
Shift + Del	(from a collection) Move to Trash
Del	(from a collection) Remove from Collection (Only for top-level items)
Del	Delete Collection (and Keep Items in Library and Others Collections, if any)
Shift + Del	Delete Collection and Move Items to Trash

Creating Citations and Bibliographies (Quick Copy)

Ctrl + Shift + A	Copy Selected Item Citations to Clipboard
Ctrl + Shift + C	Copy Selected Items to Clipboard

Navigating between Zotero Panes

Ctrl + Shift + L	Focus Libraries (Left) Pane
Tab/Shift + Tab	Move through Panes and Fields
leftright or Ctrl + Tab or Ctrl + Shift + Tab or Ctrl +	Move through Info/Notes/Tags/Related Tabs

Page Up / Down	
Ctrl + Shift + K or Ctrl + F	Quick Search

Ctrl + Shift + K or Ctrl + F or Ctrl + Shift + K or Ctrl + F	Quick Search
Ctrl	(Windows. Hold down) Find/Highlight Collection(s) an Item belongs to

Alt	(Linux. Hold down) Find/Highlight Collection(s) an Item belongs to
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Tags

Ctrl + Shift + T	Toggle Tag Selector
1	... to 6: Assign Colored Tag to an Item

Feeds

Ctrl + Shift + R	Mark All Feed Items as Read/Unread
Ctrl + Shift + `	Mark Feed as Read/Unread

Other shortcuts

+ or -	Expand/Collapse Collections or Items List
Ctrl	(Windows. Hold down) Highlight All Collections an Item is in
Alt	(Linux. Hold down) Highlight All Collections an Item is in
Ctrl + A	Count Items (Result Appears in Right-Hand Pane)
F2	Edit Collection Names (Left Pane)

Notes

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + A	Select All
Ctrl + Z	Undo

Ctrl + Y or Ctrl + Shift + Z	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting
Shift + Alt + 1/6	Format Heading 1 to 6
Shift + Alt + 7	Format as Paragraph
Shift + Alt + 8	Format as Div
Shift + Alt + 9	Format as Address
Ctrl + F	Find and Replace
Ctrl + K	Insert Link
Alt + F10	Focus/jump to toolbar

Note

It is possible to assign additional keyboard shortcuts using Zutilo extension or Keyconfig.

Source: Zotero

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More information: defkey.com/es/zotero-5-shortcuts

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