Final Draft 11 (Mac) cheat sheet

Context menus

Right click or Cmd + Left click	Open context menu

Right click or Cmd + click on a misspelled word will display spelling alternatives.

Right click or Cmd + click at the end of a character name to display a list of character extensions.

Element

An alternative method to add new paragraphs is using the Cmd key combinations.

Cmd + 0	Add a General paragraph
Cmd + 1	Add a Scene Heading paragraph
Cmd + 2	Add a Action paragraph
Cmd + 3	Add a Character paragraph
Cmd + 4	Add a Parenthetical paragraph
Cmd + 5	Add a Dialogue paragraph
Cmd + 6	Transition paragraph
Cmd + 7	Add a Shot paragraph
Cmd + 8	Add a Cast List paragraph
Cmd + 9	Add a New Act paragraph
Cmd + :	Add an End of Act paragraph

Cmd key

Cmd + W	Close
Cmd + S	Save
Cmd + Shift + S	Save as
Cmd + P	Print
Cmd + Z	Undo
Cmd + Shift + Z	Redo
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + A	Select all
Cmd + Shift + A	Select current scene
Cmd + F	Find
Cmd + G	Go to
Fn then Fn	Start dictation
Cmd + Shift + Space	Emoji & symbols
Cmd + J	Show / hide invisibles
Cmd + Shift + M	Show / hide storymap
Cmd + Shift + F	Enter full screen
Cmd + E	Elements
Cmd + D	Dual dialogue
Cmd + L	Smart type
Cmd + Shift + .	Add alt
Cmd + Shift + ,	Remove alt
Cmd + Enter	New beat
Cmd + Shift + Enter	New structure point
Cmd + \	Insert bookmark
Cmd + Shift + K	Insert scriptnote
Cmd + Shift + G	Insert general note
Cmd + Shift + C	Send to script
Cmd + ,	Spelling
Cmd + R	Reformat
Cmd + Shift + J	Edit scene number
Cmd +]	Mark revised
Cmd + [	Clear revised
Cmd + M	Minimize
Cmd + ?	Help

Element tab / Return key

Enter + Tab	Go to Character from Action
Tab + Enter	Go to Character from Dialogue

For full list of Return key shortcuts, please refer to the manual.

Reformatting

Cmd + Shift + [1 - 9]	Reformat a paragraph

The number of above shortcut corresponds to the number displayed for each element type in the Status bar at the bottom of the application window.

Tab key

Tab key supplements the functions of the Return key.

Tab	Scene heading to Action
Tab	Action to Character

Tab	Character to Transition (only when character is blank)
Tab	Transition to Scene Heading
Tab	Dialogue to Parenthetical
Tab	Parenthetical to Dialogue

On the Beat Board:

Tab	Beat or Structure Point title field to Beat or Structure Point body
Tab	Beat or Structure Point body field to Beat or Structure Point title field
Tab	Accept a SmartType list selection and move to the next logical element

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More information: defkey.com/final-draft-11-mac-shortcuts

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