# Scrivener 1.9.9 cheat sheet

## Documents

| | |
|---|---|
| Ctrl + Up arrow | Move item up |
| Shift + Del | Remove item |
| Ctrl + Down arrow | Move item down |
| Ctrl + Left arrow | Move item left |
| Ctrl + Right arrow | Move item right |
| Ctrl + K | Split at the selection |
| Ctrl + Shift + K | Split with selection as name |
| F2 | Set selection as name |
| Ctrl + Down arrow | Duplicate item with subdocuments |
| Ctrl + Shift + D | Duplicate item without subdocuments |
| Ctrl + 5 | Take a snapshot |
| Ctrl + Shift + 5 | Take a snapshot with name |
| Ctrl + Shift + Enter | Open in editor |
| Ctrl + Alt + Enter | Open in other editor |
| Ctrl + F5 | Open in external editor |
| Ctrl + G then Ctrl + U | Group selection |
| Ctrl + Shift + U | Ungroup selection |
| Ctrl + M | Merge documents |

## Editing

| | |
|---|---|
| Ctrl + G then Ctrl + A | Add current to completions |
| Ctrl + G then Ctrl + Q | Show spelling |
| Ctrl + G then Ctrl + J | Insert image |
| Ctrl + F6 | Insert current date and time |
| Ctrl + G then Ctrl + S | Project search |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + X | Cut |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + A | Select all |
| Ctrl + F | Find dialog |

| | |
|---|---|
| F3 | Find next |
| Shift + F3 | Find previous |
| Ctrl + H | Replace and find next |
| Ctrl + Shift + V | Paste and match style |
| Ctrl + F3 | Find by format dialog |
| Ctrl + Shift + F3 | Find next by format |
| Ctrl + Alt + F3 | Find previous by format |
| Alt + = | Complete current word |
| Ctrl + G then Ctrl + M | Complete current title |

## File

| | |
|---|---|
| Ctrl + G then Ctrl + N | New project |
| Ctrl + O | Open project |
| Ctrl + Shift + P | Page setup |
| Ctrl + P | Print |
| Ctrl + G then Ctrl + R | Print preview |
| Ctrl + F4 | Close project |
| Ctrl + S | Save |
| Ctrl + Shift + S | Save as |
| Ctrl + Shift + E | Compile |
| Ctrl + Shift + J | Import files |
| Ctrl + Shift + W | Import web page |
| Ctrl + Shift + X | Export files |

## Formatting

| | |
|---|---|
| Ctrl + U | Underlined |
| Ctrl + G then Ctrl + T | Toggle typewriter scrolling |
| Ctrl + Shift + R | Toggle ruler |
| Ctrl + Shift + \ | Toggle invisibles |
| Ctrl + Shift + 7 | Toggle ghost notes |
| Ctrl + 6 | To title case |
| Ctrl + Shift + ` | To straight quotes |
| Ctrl + ` | To smart quotes |
| Ctrl + Space | To single spaces |
| Ctrl + G then Ctrl + Up arrow | Super script |

| | |
|---|---|
| Ctrl + G then Ctrl + Down arrow | Sub script |
| Ctrl + Shift + - | Strike through |
| Ctrl + Shift + 1 | Single line spacing |
| Ctrl + Shift + 3 | Single half line spacing |
| Ctrl + < | Shrink font |
| Ctrl + > | Enlarge font |
| Ctrl + G then Ctrl + O | Show citations |
| Ctrl + 4 | Script writing |
| Ctrl + \ | Script elements popup |
| Ctrl + G then Ctrl + P | Paste ruler |
| Ctrl + Shift + Y | Paste formatting |
| Ctrl + ; | Outlined |
| Ctrl + I | Italic |
| Ctrl + Shift + F | Inline footnote |
| Ctrl + Shift + A | Inline annotation |
| Shift + F5 | Footnote |
| F4 | Fonts |
| Ctrl + Shift + 2 | Double line spacing |
| Ctrl + G then Ctrl + C | Copy ruler |
| Ctrl + Shift + C | Copy formatting |
| Shift + F4 | Comment |
| Ctrl + B | Bold |
| Ctrl + R | Align right |
| Ctrl + L | Align left |
| Ctrl + J | Align justified |
| Ctrl + E | Align center |

## Only full screen

| | |
|---|---|
| Ctrl + G then Ctrl + G | Full screen go to |

## Other

| | |
|---|---|
| Ctrl + T | Increase text indent |
| Ctrl + Shift + T | Decrease text indent |
| Ctrl + Q | Increase left indent |
| Ctrl + Shift + Q | Decrease left indent |

## Project

| | |
|---|---|
| Ctrl + Shift + O | Toggle keywords HUD |
| Ctrl + / | Text statistics |
| Ctrl + Shift + 4 | Show auto complete list |
| Ctrl + , | Project targets |
| Ctrl + . | Project statistics |
| Ctrl + Shift + M | Edit meta data |
| Ctrl + N | Add new text |
| Ctrl + T then Ctrl + N | Edit new text |
| Ctrl + Shift + N | Add new folder |

## Tools

| | |
|---|---|
| Ctrl + Shift + 0 | Toggle scratch pad |
| F12 | Preferences |
| Ctrl + G then Ctrl + F3 | Define in WordNet |

## View

| | |
|---|---|
| Ctrl + - | Zoom out |
| Ctrl + = | Zoom in |
| Ctrl + Shift + ' | Vertical editor split |
| Ctrl + Shift + I | Toggle inspector |
| F11 | Toggle full screen |
| Ctrl + Shift + L | Toggle editor lock |
| Ctrl + Shift + 9 | Toggle collections |
| Ctrl + Shift + B | Toggle binder |
| Ctrl + 1 | Show text |
| F8 | Show outliner tint |
| Ctrl + 3 | Show outliner |
| F7 | Show index card tint |
| F10 | Show index card status |
| F9 | Show index card label |
| Ctrl + F12 | Show index card keywords |
| F6 | Show icon tint |
| Ctrl + 2 | Show corkboard |
| F5 | Show binder tint |
| Ctrl + { | Rewind action |
| Ctrl + Shift + 8 | Reveal in binder |

| | |
|---|---|
| Alt + Shift + Up arrow | Previous document |
| Ctrl + Shift + Up arrow | Previous container |
| Ctrl + G then Ctrl + Shift + [ | Previous collection |
| Ctrl + Enter | Play / Pause action |
| Ctrl + ' | No editor split |
| Alt + Shift + Down arrow | Next document |
| Ctrl + Shift + Down arrow | Next container |
| Ctrl + G then Ctrl + Shift + ] | Next collection |
| Ctrl + + | Horizontal editor split |
| Ctrl + Tab | Focus next major element |
| Ctrl + } | Fast forward action |
| Alt + ] | Expand all |
| Alt + Shift + Left arrow | Enclosing group |
| Alt + Shift + Right arrow | Editor selection |
| Ctrl + ] | Current editor forward |
| Ctrl + [ | Current editor back |
| Alt + - | Collapse all to current level |
| Alt + [ | Collapse all |
| Ctrl + G then Ctrl + ] | Alternate editor forward |
| Ctrl + G then Ctrl + [ | Alternate editor back |

*Last modification: 2019/11/11 20:10:43*

*More information:*   *defkey.com/ja/scrivener-shortcuts*

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