



Zotero 5.0 (macOS) cheat sheet

Adding Items to Zotero Library

Cmd + Shift + S	Save to Zotero
Cmd + Shift + N	Create a New Item by Hand
Cmd + Shift + O	Create a New Note
Cmd + Shift + I	Import
Cmd + Option + Shift + 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)

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

Navigating between Zotero Panes

Cmd + Shift + L	Focus Libraries (Left) Pane
Tab	Move through Panes and Fields
Ctrl + Page Up / Down or Ctrl + Fn + updown	Move through Info/Notes/Tags/Related Tabs

Cmd + Shift + K or
Cmd + F

Cmd + Shift + K or
Cmd + F or Cmd +
Shift + K or Cmd +
F

Option (Hold) Find/Highlight
Collection(s) an Item belongs to

Tags

Cmd + Shift + T Toggle Tag Selector

1 ... to 6: Assign Colored Tag to
an Item

Feeds

Cmd + Shift + R Mark All Feed Items as
Read/Unread

Cmd + Shift + ` Mark Feed as Read/Unread

Other shortcuts

+ or - Expand/Collapse Collections or
Items List

Option (Windows. Hold down) Highlight
All Collections an Item is in

Cmd + A Count Items (Result Appears in
Right-Hand Pane)

Notes

Cmd + B Bold

Cmd + I Italic

Cmd + U Underline

Cmd + A Select All

Cmd + Z Undo

Cmd + Y or Cmd +
Shift + Z Redo

Cmd + X Cut

Cmd + C Copy

Cmd + V Paste

Cmd + Shift + V Paste without formatting

Ctrl + Option + 1 ... to 6: Format Heading 1 to 6

Ctrl + Option + 7 Format as Paragraph

Ctrl + Option + 8 Format as Div

Ctrl + Option + 9	Format as Address
Cmd + F	Find and Replace
Cmd + K	Insert Link
Option + 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/ja/zotero-5-mac-shortcuts

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