



Evernote for Windows (legacy) cheat sheet

Global

Ctrl + Alt + N	New note
Win + Shift + F	Find in Evernote
Win + Print Screen	Capture screen
Win + A	Copy selection
Ctrl + Alt + V	Paste clipboard

Application-wide

Ctrl + N	New Note
Ctrl + Alt + C	New Chat
Ctrl + Shift + N	New Personal Notebook
Ctrl + P	Print
Ctrl + Shift + P	Print Preview
Ctrl + Alt + A	Switch to another user
F10	Show/Hide Left Panel
F11	Show/Hide Note List
Ctrl + F11	Show/Hide Note Panel
Ctrl + Shift + T	Show/Hide Tags View
Ctrl + Q	Quick Search
Ctrl + F5	Snippet View
Ctrl + F6	Card View
Ctrl + F7	Top List View
Ctrl + F8	Side List View
Ctrl + F9	Thumbnail View
Shift + Alt + N	Jump to Notebooks
Shift + Alt + T	Jump to Tags
Ctrl + F10	Show Search Explanation
Alt + F4	Close separate windows / Minimize main window to tray
F9	Sync
F1	Online Help
F2	Rename selected notebook, note, tag, or saved search
F3	Set focus to the tag field of the active note
F5	Cycle through note list views (Snippet, Card, Top List, Side List, Thumbnail)

Note Editor

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Shift + V	Paste as Text
Del	Delete
Ctrl + A	Select All
F6	Search Notes
Ctrl + Shift + A	Reset Search
Ctrl + F	Find Within Note
Ctrl + G	Find Next
Ctrl + Shift + G	Find Previous
Ctrl + H	Replace Within Note
F7	Check Spelling
Ctrl + Enter	Open In a New Window
Ctrl + Alt + Enter	Present
Ctrl + Shift + Enter	Present on Another Screen
Ctrl + Alt + T	Tag
Ctrl + Shift + E	Email note
Ctrl + D	Font
Ctrl + L	Left
Ctrl + E	Center
Ctrl + R	Right
Ctrl + J	Justify
Ctrl + M	Increase Indentation
Ctrl + Shift + M	Decrease Indentation
Ctrl + +	Zoom in
Ctrl + -	Zoom Out
Ctrl + 0	Reset Zoom
Ctrl + Shift + .	Increase Font Size
Ctrl + Shift + ,	Decrease Font Size
Ctrl + Shift + B	Bulleted List
Ctrl + Shift + O	Numbered List
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + T	Strikethrough

Ctrl + Shift + H	Highlight
Ctrl + Shift + +	Insert Horizontal Rule
Ctrl + Shift + C	Insert Checkbox
Ctrl + K	Add Hyperlink
Ctrl + Shift + K	Edit Hyperlink
Ctrl + Shift + R	Remove Hyperlink
Ctrl + Shift + X	Encrypt Selected Text
Ctrl + Space	Simplify Formatting
Ctrl + Shift + Space	Remove Formatting
Alt + Shift + D	Insert date and time

Note List

Alt + F1	Search Notebooks
Alt + F2	Search Tags
Alt + F3	Search Saved Searches
Up arrow	Go to previous note
Down arrow	Go to next note
Page Down or Page Down	Scroll note list down one page
Home	Go to the first note in list
End	Go to the last note in list
Del	Delete
Enter	Set focus in the note editor of the selected note

Left Panel

Up arrow	Go to previous note
Down arrow	Go to next note
Right arrow	View the list of sub-items under the selected item (if applicable)
Left arrow	Collapse the list of sub-items under the selected item (if applicable)
Del	Delete

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More information: defkey.com/kk/evernote-for-windows-shortcuts

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