



Final Draft 11 (Windows) cheat sheet

Context menus

Right click or Ctrl + Left click	Open context menu
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Right click or Ctrl + click on a misspelled word will display spelling alternatives.

Right click or Ctrl + 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 Ctrl key combinations.

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

General

Ctrl + N	New document
Ctrl + O	Open
Ctrl + S	Save
Ctrl + P	Print
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select all
Ctrl + Shift + A	Select current scene
Ctrl + F	Find
Ctrl + G	Go to
Ctrl + M	Insert bookmark
Ctrl + J	Insert scriptnote
Ctrl + Shift + S	Scene navigator
Ctrl + D	Spelling

Ctrl + Shift + D	Thesaurus
Ctrl + R	Mark revised
Ctrl + Shift + R	Clear revised
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Element tab / Enter key

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

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

Reformatting

Ctrl + Shift + [1 - 9]	Reformat a paragraph
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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/mg/final-draft-11-windows-shortcuts

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