



Notepad3 (v5.21) cheat sheet

File menu

Ctrl + N	New file.
Ctrl + F4	Close file (identical with Ctrl + N)
Ctrl + O	Open file...
F5	Reload file.
Ctrl + S	Save file.
F6	Save file as...
Ctrl + F6	Save file Copy...
Ctrl + Alt + F6	Save with Original file "Date/Time".
Ctrl + P	Print file...
Ctrl + M	Run MiniPath file Browser plugin...
Ctrl + Alt + H	Open Recent file (History)...
Alt + F4	Exit Notepad3.
Esc	Cancel current state (AutoCompletion or Selection)
Esc	Minimize or Exit Notepad3 (optionally, if no state).
Shift + Esc	Save file and Exit Notepad3.

Path to clipboard

Ctrl + F9	Copy only filename to Clipboard.
Ctrl + Shift + F9	Copy Full Path to Clipboard.

Launch

Ctrl + Shift + F	Search in Files.
Alt + N	Open Document in New Window.
Alt + Shift + N	Open New Empty Window.
Ctrl + L	Launch Document.
Alt + L	Open With...
Ctrl + R	Run Command...
Ctrl + Shift + 1	Web Template 1
Ctrl + Shift + 2	Web Template 2

Encoding

Shift + F8	Select UTF-8 as Default.
F9	Open Select Current file Encoding...
Ctrl + Shift + A	Recode to ANSI.
Ctrl + Shift + O	Recode to OEM.

Ctrl + Shift + 10	Recode to GB18030.
Ctrl + Shift + F8	Reload an ASCII file as UTF-8 file.
Alt + F8	Ignore Encoding Tags.
F8	Open Select Source Encoding to Reload file...

Favorites

Alt + I	Open Favorites...
Alt + K	Add Current File to Favorites...
Alt + F9	Manage Favorites...

Edit menu

Ctrl + Z or Alt + Backspace or Ctrl + Shift + Y	Undo.
Ctrl + Y or Ctrl + Shift + Z	Redo.
Ctrl + X or Shift + Del	Cut.
Ctrl + C	Copy.
Alt + C	Copy All.
Ctrl + E	Copy Add.
Ctrl + V or Shift + Insert	Paste.
Ctrl + K	Swap.
Del	Delete.
Ctrl + A	Select All.

Words

Ctrl + Alt + Enter	Complete Word.
Ctrl + Left arrow	Cursor Word Left.
Ctrl + Right arrow	Cursor Word Right.
Ctrl + Backspace	Delete Word Before/Left.
Ctrl + Del	Delete Word After/Right.

Lines

Alt + Up arrow	Move Line (Block) Up.
Alt + Down arrow	Move Line (Block) Down.
Ctrl + X	Cut Selection or Current Line, if No Selection.
Ctrl + Shift + X	Cut Selection Whole Line(s).

Ctrl + C	Copy Selection or Current Line, if No Selection.
Ctrl + Shift + C	Copy Selection Whole Line(s).
Ctrl + D	Duplicate Line or Selection.
Alt + D	Transpose Lines.
Ctrl + Shift + D	Delete Line.
Ctrl + Shift + Backspace	Delete Line Left.
Ctrl + Shift + Del	Delete Line Right.
Ctrl + Shift + W	Column Wrap...
Ctrl + I	Split Lines.
Ctrl + J	Join Lines.
Ctrl + Alt + J	Fuse Lines.
Ctrl + Shift + J	Preserve Paragraphs.
Alt + Y	Merge Empty Lines.
Ctrl + Alt + Y	Merge Blank Lines.
Alt + R	Remove Empty Lines.
Ctrl + Alt + B	Remove Blank Lines.
Ctrl + Alt + D	Remove Duplicate Lines.

Selection

Ctrl + Shift + Q	Stream Comment.
Ctrl + D	Duplicate Selection or Line.
Alt + B	Pad with Blanks.
Alt + Z	Strip First Character.
Alt + U	Strip Last Character.
Alt + W	Strip Trailing Blanks.
Ctrl + Alt + P	Compress Blanks.
Alt + M	Modify Lines...
Alt + J	Align Lines...
Alt + O	Sort Lines...
Ctrl + ,	Jump to Selection Start.
Ctrl + .	Jump to Selection End.
Tab	Indent Selected Block.
Shift + Tab	Unindent Selected Block.
Ctrl + Tab	Insert Tabulator.

Line comment

Ctrl + Q	Toggle.
Ctrl + Alt + Q	Add.

Ctrl + Alt + Shift + Q	Remove.
Alt + Shift + Q	Block Edit.

Enclose selection

Ctrl + 1	Enclose within " (Single Quotes).
Ctrl + 2	Enclose within "" (Double Quotes).
Ctrl + 3	Enclose within ().
Ctrl + 4	Enclose within [].
Ctrl + 5	Enclose within {}.
Ctrl + 6	Enclose within ` (Backticks).
Alt + Q	Enclose With... (Enclose Before/After Selection).

Convert

Ctrl + Shift + U	Selection in Uppercase.
Ctrl + U	Selection in Lowercase.
Ctrl + Alt + U	Selection in Invert Case.
Ctrl + Alt + I	Selection in Title Case.
Ctrl + Alt + O	Selection in Sentence Case.
Ctrl + Shift + T	Convert in Selection Spaces to Tabs.
Ctrl + Shift + S	Convert in Selection Tabs to Spaces.
Ctrl + Alt + T	Convert in Selection Indent to Tabs.
Ctrl + Alt + S	Convert in Selection Indent to Spaces.
Ctrl + Shift + E	URL Encode.
Ctrl + Shift + R	URL Decode.
Ctrl + Alt + X	Char To HEX.
Ctrl + Alt + C	Hex To Char.

Insert

Ctrl + Enter	New Line Above.
Ctrl + Shift + Enter	New Line with Toggled Auto Indent Option. (orig-Notepad2: Ctrl + Enter)
Alt + X	HTML/XML Tag...
Ctrl + F8	Encoding Identifier.
Ctrl + F5	Time/Date (Short Form).

Ctrl + Shift + F5	Time/Date (Long Form).
Shift + F5	Update Timestamps.
Ctrl + Shift + 6	Insert ASCII 30 (record separator character)

Miscellaneous

Ctrl + Shift + .	Copy GUID to Clipboard.
Ctrl + Alt + E	Escape C Special Chars.
Ctrl + Alt + R	Unescape C Special Chars.
Ctrl + Alt + Num +	Increase Number.
Ctrl + Alt + Num -	Decrease Number.
Ctrl + B	Find Matching Brace.
Ctrl + Shift + B	Select to Matching Brace.
Ctrl + Alt + F2	Expand Selection to Next Match. (orig-NP2: F2)
Ctrl + Alt + Shift + F2	Expand Selection to Previous Match. (orig + NP2: Shift + F2)
Ctrl + Space	Select Word or Lines.
Ctrl + Shift + Space	Multi-Select All Matches.
Alt + Shift + Arrow keys or Alt + Left click	Rectangular Selection.
Ctrl + Left click	On hovering color indicator → Open color selection.

Bookmarks

Ctrl + F2	Toggle.
F2	Goto Next.
Shift + F2	Goto Previous.
Alt + F2	Clear All.

Search

Ctrl + F	Find...
Alt + F3	Save Find Text.
F3	Find Next.
Shift + F3	Find Previous.
Ctrl + F3	Find Next Selected.
Ctrl + Shift + F3	Find Previous Selected.
Ctrl + H	Replace...
F4	Replace Next.

Ctrl + G	Go to...
Ctrl + Shift + F	Search in Files.

View menu

Ctrl + W	Word Wrap.
Ctrl + Alt + L	Long Line Marker.
Ctrl + Shift + G	Indentation Guides.
Ctrl + Shift + 7	Show Wrap Symbols.
Ctrl + Shift + 8	Show Blanks.
Ctrl + Shift + 9	Show Line Endings.
Ctrl + Alt + W	Hyperlink Hotspots.
Ctrl + Shift + V	Visual Brace Matching.
Ctrl + Shift + I	Highlight Current Line.
Ctrl + Shift + N	Show Line Numbers.
Ctrl + Shift + M	Bookmark Margin.

Mark occurrences

Alt + A	Active.
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Folding

Ctrl + Alt + F	Toggle Folds.
Alt + +	Jump Next Fold.
Alt + -	Jump Prev Fold.
Alt + Left arrow	Collapse Fold.
Alt + Right arrow	Expand Fold.

Display

Ctrl + Alt + V	Focused View.
Ctrl + Page Up / Down	Go to Previous/Next.
Ctrl + Shift + Page Up / Down	Select to Previous/Next.

Zoom

Ctrl + +	Zoom In.
Ctrl + -	Zoom Out.
Ctrl + 0	Reset Zoom.

Position

Ctrl + Shift + K	Copy Window Position to Clipboard.
Ctrl + Shift + P	Snap to Window Default Position.
Ctrl + F11	Snap to Initial Default Position.
F11	Toggle To Full Area Window Position.

[Customize this PDF...](#)

Appearance

Ctrl + F12	Customize Syntax Schemes...
F12	Syntax Scheme...
Shift + F12	Select 2nd Common Base.
Alt + F12	Global Default Font...
Ctrl + Alt + F12	Current Scheme's Default Font...

Settings

Ctrl + T	Tab Settings...
Ctrl + Shift + H	Auto Close HTML/XML.
Ctrl + Alt + A	Accelerated Word Navigation.
Alt + F5	File Change Notification...

Windows

Ctrl + Shift + L	Reuse Window.
Alt + T	Always On Top.
Ctrl + G	Transparent Mode.

Window title display

Ctrl + 9	Display Text Excerpt in Title.
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Advanced configuration

F7	Save Settings Now.
Ctrl + F7	Open Settings File "Notepad3.ini".

Help

F1	Online Documentation.
Shift + F1	About...

Source: Notepad3 documentation

Last modification: 8/4/2022 4:03:51 PM

More information: defkey.com/notepad3-rizonesoft-5-21-shortcuts