



# Mp3tag cheat sheet

## General

|                    |   |
|--------------------|---|
| Ctrl + A           | Select all  |
| Ctrl + Shift + A   | Invert selection  |
| Ctrl + B           | Restore all input fields  |
| Ctrl + C           | Copy tag or selected text   |
| Ctrl + Shift + C   | Copy file   |
| Ctrl + D           | Change directory  |
| Ctrl + Shift + D   | Upper directory   |
| Del                | Remove file (without deleting it)                                     |
| Ctrl + Del         | Delete file (to Windows Recycle Bin if globally activated)            |
| Ctrl + Shift + Del | Delete file (WARNING: the file will be removed from your hard-drive!) |
| Ctrl + E           | Export  |
| Ctrl + Shift + E   | Export (with an export file for each different directory)             |
| Ctrl + F           | Favorite directory  |
| Ctrl + H           | Add directory   |
| Ctrl + I           | freedb ... / web source   |
| Ctrl + Shift + I   | freedb ... / web source (Quick)                                       |
| Ctrl + K           | Auto-numbering wizard   |
| Ctrl + Shift + K   | Auto-numbering wizard (with counter reset for each subfolder)         |
| Ctrl + L           | freedb (local) ...  |
| Ctrl + N           | Select next file  |
| Ctrl + O           | Options ...   |
| Ctrl + P           | Playlist (all files)  |
| Ctrl + Shift + P   | Playlist (all files) with one playlist for each subfolder             |
| Ctrl + Q           | Show/hide tag input mask  |
| Ctrl + R           | Remove tag  |
| Ctrl + S           | Save tag  |
| Ctrl + T           | Read tag  |
| Ctrl + Shift + T   | Play  |
| Ctrl + U           | Unselect all  |
| Ctrl + V           | Paste tag or text   |
| Ctrl + Shift + V   | Move file   |
| Ctrl + X           | Cut tag or selected text  |
| Ctrl + Z           | Undo  |

|  |   |
|--|---|
| F2   | Rename file   |
| F3   | Filter  |
| F4   | Play selected file(s)   |
| Alt + Right arrow  | Forward in directory history  |
| Alt + Left arrow   | Backward in directory history   |
| Alt + Enter  | File properties   |
| Alt + T  | Extended Tag dialog to edit extended and user defined tag fields as well as embedded cover art. |
| Alt + Move the mouse or Alt + Down arrow or Alt + Up arrow | Change order of files in list of files  |
| Alt + Page Down  | Move selected files to end in list of files   |
| Alt + Page Up  | Move selected files to beginning in list of files   |
| Shift + Del  | Remove format strings which are not longer needed from drop-down lists                          |

## Convert

|                 |                               |
|-----------------|-------------------------------|
| Alt + 1         | Tag - Filename                |
| Alt + 2         | Filename - Tag                |
| Alt + 3         | Filename - Filename           |
| Alt + 4         | Text file - Tag               |
| Alt + 5         | Tag - Tag                     |
| Alt + 6         | Actions                       |
| Alt + Shift + 6 | Quick action                  |
| Alt + Shift + 1 | Tag - Filename (Preview)      |
| Alt + Shift + 2 | Filename - Tag (Preview)      |
| Alt + Shift + 3 | Filename - Filename (Preview) |

## Useful helpers

|                    |   |
|--------------------|---|
| Ctrl + Space       | Displays format string helper menu (e.g., at converters or actions)         |
| Ctrl + Tab         | Quick forward navigation between sub-windows (Tag Panel, Filter, File View) |
| Ctrl + Shift + Tab | Quick backward navigation between sub-windows (Tag                          |

Panel, Filter, File View)

Ctrl + Num + Automatically size the file view columns to match the content

*Last modification: 2019/11/11 20:10:24*

*More information:* [defkey.com/sah/mp3tag-shortcuts](http://defkey.com/sah/mp3tag-shortcuts)

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