



Final Draft 13 cheat sheet

Scene heading

If int. or ext. is typed at the beginning of an action paragraph, it will automatically become a scene heading starting with INT. or EXT., respectively.

Element

Cmd + 0	General
Cmd + 1	Scene heading
Cmd + 2	Action
Cmd + 3	Character
Cmd + 4	Parenthetical
Cmd + 5	Dialogue
Cmd + 6	Transition
Cmd + 7	Shot
Cmd + 8	Cast list
Cmd + 9	New act
Cmd + Control + 8	Sequence
Cmd + Control + 9	End of act
Cmd + Control + 0	Summary
Cmd + Control + 1	Outline 1
Cmd + Control + 2	Outline 2
Cmd + Control + 3	Outline 3
Cmd + Control + 4	Note

General

Cmd + H	Hide Final Draft 13
Cmd + Option + H	Hide others
Cmd + Q	Quit Final Draft 13

File

Cmd + N	New document
Cmd + Shift + N	New from template
Cmd + O	Open
Cmd + W	Close
Cmd + S	Save
Cmd + Shift + S	Save as
Cmd + Shift + P	Save as PDF
Cmd + P	Print

Edit

Cmd + Z	Undo
Cmd + Shift + Z	Redo
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + A	Select all
Cmd + Shift + A	Select current scene
Cmd + Option + K	Next change
Cmd + Option + Shift + K	Previous change
Cmd + Option + A	Accept change
Cmd + Option + R	Reject change
Cmd + Option + Shift + A	Accept all changes
Cmd + Option + Shift + R	Reject all changes
Cmd + F	Find
Cmd + G	Go to
Cmd + Shift + F	Find selection
Fn + D	Start dictation
Fn + E	Emoji and symbols

View

Cmd + Shift + M	Hide / show outline editor
Cmd + Shift + O	Hide / show outline in script
Cmd + J	Show invisibles
Cmd + + (+)	SIGN) Zoom in
Cmd + - (-)	(MINUS SIGN) Zoom out
Cmd + Shift + \	Show all tabs
Cmd + Option + F	Enter full screen

Format

Cmd + E	Open elements settings window
Cmd + T	Remove style from selected text
Cmd + B	Bold selected text
Cmd + I	Italicize selected text
Cmd + U	Underscore selected text
Cmd + Shift + X	Strike through selected text

Cmd + K	All caps
Cmd + D	Dual dialogue
Cmd + Shift + D	Edit dual dialogue

Insert

Cmd + Shift + .	(PERIOD) Add alt dialogue
Cmd + Shift + ,	(COMMA) Remove alt dialogue
Cmd + Enter	New beat (beat board only)
Cmd + Shift + I	(AS IN INDIA) New scene (index cards / scene view only)
Cmd + \	Insert bookmark
Cmd + Shift + K	Insert scriptnote
Cmd + Shift + L	Insert label
Cmd + Shift + C	Send to script (index cards only)

Document

Cmd + L	Open SmartType window
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Tools

Cmd + ,	(COMMA) Spelling
Cmd + :	(SEMI-COLON) Thesaurus
Cmd + R	Open reformat tool

Production

Cmd + Shift + J	Edit scene number
Cmd +]	Mark selected text revised
Cmd + [	Mark selected text unrevised
Cmd + Shift + T	Tags mode on / off

Window

Cmd + M	Minimize
Control + Shift + Tab	Show previous tab
Control + Tab	Show next tab

Element tab / return key shortcuts

Tab	Scene heading part 1 to scene heading part 2
Tab	Scene heading part 2 to scene heading part 3

Enter	Scene heading part 3 to action
Enter	Scene heading part 2 to action
Enter	Action to action
Enter + Tab	Action to character
Control + 7	Action to shot
Control + 6	Action to transition
Type int. or ext.:	Action to scene heading
Enter	Character to dialogue
Tab	Character to parenthetical
Enter	Parenthetical to dialogue
Enter	Dialogue to action
Enter + Tab	Dialogue to character
Cmd + 1	Dialogue to scene heading
Cmd + 6	Dialogue to transition
Cmd + 7	Dialogue to shot

Special keys

Page Up / Down	Pages up or down one screen-full of text
Home	Moves cursor to beginning of the line
End	Moves cursor to end of the line
Cmd + Home	Moves cursor to beginning of the document
Cmd + End	Moves cursor to end of the document
Cmd + Right arrow	Moves cursor to beginning of next word
Cmd + Left arrow	Moves cursor to beginning of previous word
Up arrow	Moves cursor up a line
Down arrow	Moves cursor down a line
Option + Up arrow	Moves cursor up a paragraph
Option + Down arrow	Moves cursor down a paragraph
Shift + Left arrow / Right arrow	Extends highlighted selection letter at a time
Cmd + Shift + Right arrow or Cmd + Shift + Left arrow	Extends highlighted selection a word at a time

Elements shortcuts for Windows

users

An alternative method of adding new paragraphs is using the Control key combinations. The defaults are:

Control + 0	General
Control + 1	Scene heading
Control + 2	Action
Control + 3	Character
Control + 4	Parenthetical
Control + 5	Dialogue
Control + 6	Transition
Control + 7	Shot
Control + 8	Cast list
Control + 9	New act
Control + Shift + 8	Sequence
Control + Shift + 9	End of act
Control + Shift + 0	Summary
Control + Shift + 1	Outline 1 (acts)
Control + Shift + 2	Outline 2 (sequences)
Control + Shift + 3	Outline 3 (scenes)
Control + Shift + 4	Note

Similar to changing Enter key shortcuts, the Control key combination may be changed in the Elements menu via the shortcut key text area.

Source: Final Draft knowledge base

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More information: defkey.com/sw/final-draft-13-shortcuts

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