

Zotero 5.0 (macOS) cheat sheet

Adding Items to Zotero Library

Cmd + Shift + S	Save to Zotero
Cmd + Shift + N	Create a New Item by Hand
Cmd + Shift + O	Create a New Note
Cmd + Shift + I	Import
Cmd + Option + Shift + I	Import from Clipboard

Editing Items (Info Tab)

Shift + Enter	Add Another Author/Creator when Editing Creator
Shift + Enter	Save Abstract or Extra field

Removing or Deleting Items and Collections

Del	(from My Library) Move to Trash
Shift + Del	(from My Library) Move to Trash without Confirmation Dialog
Shift + Del	(from a collection) Move to Trash
Del	(from a collection) Remove from Collection (Only for top-level items)
Del	Delete Collection (and Keep Items in Library and Others Collections, if any)
Shift + Del	Delete Collection and Move Items to Trash

Creating Citations and Bibliographies (Quick Copy)

Cmd + Shift + A	Copy Selected Item Citations to Clipboard
Cmd + Shift + C	Copy Selected Items to Clipboard

Navigating between Zotero Panes

Cmd + Shift + L	Focus Libraries (Left) Pane
Tab	Move through Panes and Fields
Ctrl + Page Up / Down or Ctrl + Fn + updown	Move through Info/Notes/Tags/Related Tabs

Cmd + Shift + K or
Cmd + F

Quick Search

Cmd + Shift + K or
Cmd + F or Cmd +
Shift + K or Cmd +
F

Quick Search

Option

(Hold) Find/Highlight
Collection(s) an Item belongs to

Tags

Cmd + Shift + T	Toggle Tag Selector
1	... to 6: Assign Colored Tag to an Item

Feeds

Cmd + Shift + R	Mark All Feed Items as Read/Unread
Cmd + Shift + `	Mark Feed as Read/Unread

Other shortcuts

+ or -	Expand/Collapse Collections or Items List
Option	(Windows. Hold down) Highlight All Collections an Item is in
Cmd + A	Count Items (Result Appears in Right-Hand Pane)

Notes

Cmd + B	Bold
Cmd + I	Italic
Cmd + U	Underline
Cmd + A	Select All
Cmd + Z	Undo
Cmd + Y or Cmd + Shift + Z	Redo
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + Shift + V	Paste without formatting
Ctrl + Option + 1	... to 6: Format Heading 1 to 6
Ctrl + Option + 7	Format as Paragraph
Ctrl + Option + 8	Format as Div

Ctrl + Option + 9	Format as Address
Cmd + F	Find and Replace
Cmd + K	Insert Link
Option + F10	Focus/jump to toolbar

Note

It is possible to assign additional keyboard shortcuts using Zutilo extension or Keyconfig.

Source: Zotero

Last modification: 11/24/2020 11:54:18 AM

More information: defkey.com/zotero-5-mac-shortcuts

[Customize this PDF...](#)