

## Dashboard Shortcuts



## Document Shortcuts



## Formatting Shortcuts



Distraction Free Mode	CMD-SHIFT-F	F11	Add A Folder	CMD-ALT-N	CTRL-SHIFT-N	Bold	CMD-B	CTRL-B
Scrivenings View	CMD-1	CTRL-1	Add A Text Document	CMD-N	CTRL-N	Italic	CMD-I	CTRL-I
Corkboard View	CMD-2	CTRL-2	Import Files	CMD-2	CTRL-SHIFT-J	Underline	CMD-U	CTRL-U
Outline View	CMD-3	CTRL-3	Export Files	CMD-SHIFT-I	CTRL-SHIFT-X	Enlarge Font	CMD- +	CTRL->
Script Mode – Screenplay	CMD-8	CTRL-4	Take Snapshot	CMD-E	CTRL-5	Shrink Font	CMD- -	CTRL-<
Typewriter Scrolling	CMD-CTRL-T	WIN-CTRL-T	Take Snapshot with Title	CMD-5	CTRL-SHIFT-5	Inline Annotation	CMD-SHIFT-A	CTRL-SHIFT-A
Show/Hide Binder	CMD-ALT-B	CTRL-SHIFT-B	Merge	CMD-SHIFT-M	CTRL-M	Inline Footnote	CMD-ALT-8	CTRL-SHIFT-F
Show/Hide Inspector	CMD-ALT-I	CTRL-SHIFT-I	Split At Selection	CMD-K	CTRL-K	Document Find	CMD-F	CTRL-F
Preferences/Options	CMD-, (comma)	F12	Split - Selection As Title	CMD-ALT-K	CTRL-SHIFT-K	Cut	CMD-X	CTRL-X
Show Project Keywords	CMD-SHIFT-ALT-H	CTRL-SHIFT-O	Move Document Up	CMD-CTRL-↑	CTRL-↑	Copy	CMD-C	CTRL-C
Show Project Targets	CMD-SHIFT-T	CTRL-, (comma)	Move Document Down	CMD-CTRL-↓	CTRL-↓	Paste	CMD-V	CTRL-V
Project Statistics	CMD-SHIFT-ALT-S	CTRL-. (period)	Indent Document	CMD-CTRL-→	CTRL-→	Paste & Match Style	CMD-SHIFT-ALT-V	CTRL-SHIFT-V
Text Statistics	CTRL-SHIFT-ALT-S	CTRL-/ (slash)	Outdent Document	CMD-CTRL-←	CTRL-←	ADD YOUR OWN...		
Save	CMD-S	CTRL-S	Duplicate Documents (with subdocs)	CMD-D	CTRL-D	_____	_____	_____
Compile	CMD-ALT-E	CTRL-SHIFT-E	Duplicate Documents (without subdocs)	CMD-SHIFT-D	CTRL-SHIFT-D	_____	_____	_____