

Scrivener3 Keyboard Shortcuts

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This is a list of keyboard shortcuts used in Scrivener3. It is probably pretty good. It probably has mistakes. It certainly is not exhaustive—that may not be possible.

The list is presented as a table in which the shortcuts are listed in ASCII sorted order based on the printable key for the shortcut. For example, the keyboard shortcut for “copy text” is ⌘-C. In this case, the printable key for the shortcut is ‘C’. Many of the ‘printable’ keys, are actually ASCII symbols, however, like arrow keys, or punctuation marks. These are presumably sorted in ASCII order. I sorted them using Numbers for this table. The primary reason for sorting in this order is to allow one to easily find if a particular shortcut is already used. When making your own shortcuts, you must use an unused shortcut, or yours will not work and neither Scrivener nor macOS will tell you why.

Scrivener3 presents different menu items and shortcuts depending on how you have it configured through the Preferences sheet. One can also modify the Scrivener default shortcuts if desired. I have not modified any of Scrivener’s defaults (or if I did, it was so long ago I have forgotten). Because of this, your version of Scrivener may have different shortcuts.

If anyone has corrections or additions, please let me know and I will update the file.

If you want to reformat or modify the file for your own use, just email me at tthkbw at gmail dot com and I will send you the original markdown file.

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I created this table in a tedious and time-consuming manner:

1. I used [Cheatsheet](#) and printed the Cheatsheet for Scrivener3 to a text file. This text file listed all the keyboard shortcuts in menu item order, so ‘Scrivener’ menu keyboard shortcuts were first, then, in order, ‘File’, ‘Edit’, ‘Format’, ‘View’, ‘Window’, and ‘Help’.
2. I used [MacVim](#) and its macro capability to format the text file using [Multimarkdown](#). MacVim macros were particularly useful for transforming the raw text from Cheatsheet into Multimarkdown table format.
3. I went through each of the Scrivener3 menu lists searching for shortcuts missed by Cheatsheet—there were a number of them. In addition, during this phase, I modified the Cheatsheet created names for the menu items to properly reflect the menu tree that needed to be traversed to find the

menu items. This results in the structure found in the table e.g. 'View>Outline>Collapse All'.

4. I used MacVim's search and replace to convert the Multimarkdown table to be a comma separated table (CSV).
5. I opened the CSV file in Numbers and sorted on the 'printable' key column.
6. In MacVim, I converted back to Multimarkdown table format.
7. Throughout editing of the file in MacVim, I used [Marked 2](#) to correct formatting errors, particularly in the table. I also used [Multimarkdown Composer](#) for final editing.
8. I used Marked 2 to produce the PDF file from the Multimarkdown source file.

2018-06-29; Version 1.0 - Original

2018-08-20; Version 1.1 - Fixed shortcut for Scrivener->Preferences

2018-08-20; Version 1.2 - Fixed shortcut for Scrivener->Project Settings

Scrivener 3 Shortcuts Sorted by Shortcut Letter

		Action
⌘	0	View>Outline>Collapse All
^⌘	0	View>Outline>Collapse All to Current Level
⌘	0	Format>Style>No Style
⌘	1	View>Document
⌘	1	Format>Style>Centered Text
⌘	2	View>Corkboard
⌘	2	Format>Style>Block Quote
⌘	3	View>Outline
⌘	3	Format>Style>Caption
⌘	4	Navigate>Go To>Selection
⌘	4	Format>Style>Heading 1
⌘	5	Documents>Take Snapshot
⌘	5	Documents>Take Snapshot With Title
⌘	5	Format>Style>Heading 2
⌘	8	Insert>Footnote
⌘	8	Format>Scriptwriting>Script Mode - Screenplay
⌘	9	View>Outline>Expand All
⌘	-	Format>Font>Smaller
⌘	-	Window>Zoom
⌘	-	Window>Zoom All

⌘	;	Edit>Spelling and Grammar>Check Document Now
⌘	:	Edit>Spelling and Grammar>Show Spelling and Grammar
⌘	'	View>Editor Layout>No Split
⌘	“	View>Editor Layout>Split Vertically
⇧⌘)	Window>Layouts>Manage Layouts...
⌘	[Navigate>Backward in Document History
⌘	[Navigate>Backward in History
⌘	{	Format>Paragraph>Align Left
⌘	}	Format>Paragraph>Align Right
⌘	,	Scrivener>Preferences...
⌘	,	Project>Project Settings...
⌘		Format>Paragraph>Center
⌘		Format>Paragraph>Justify
⇧⌘	*	Insert>Comment
⌘	\	Edit>Spelling and Grammar>Check Spelling While Typing
^⌘	←	Edit>Move>Move Left
⌘	←	Format>Paragraph>Increase/Decrease Indents>Decrease Indents
^⌘	←	Format>Paragraph>Increase/Decrease Indents>Decrease First Line Indent
⌘	←	Format>Lists>Previous List Style
^⌘	→	Edit>Move>Move Right
⌘	→	Format>Paragraph>Increase/Decrease Indents>Increase Indents
^⌘	→	Format>Paragraph>Increase/Decrease Indents>Increase First Line Indent
⌘	→	Format>Lists>Next List Style
^⌘	↑	Edit>Move>Move Up
⌘	↑	Navigate>Go To>Previous Document
^⌘	↑	Navigate>Scroll Up
^⌘	↓	Edit>Move>Move Down
⌘	↓	Navigate>Go To>Next Document
^⌘	↓	Navigate>Scroll Down
^	→	Navigate>Next View
⌘	+	Format>Font>Bigger
⌘	<	View>Zoom>Zoom Out
⌘	=	View>Editor Layout>Split Horizontally
^⌘	=	Window>Zoom to Fit Screen

⌘	>		View>Zoom>Zoom In
⌘	⌘		Edit>Start Dictation
^	↻		Edit>Completions>Complete Document Title
⌘	↻		Edit>Completions>Complete
^⌘	Ⓜ		Edit>Emoji and Symbols
⌘	Ⓜ		Insert>Break>Non-Breaking Space
⌘	↵		Insert>Break>Line Break
⌘	A		Edit>Select>Select Current Text
⇧⌘	A		Insert>Inline Annotation
⌘	A		Edit>Select All
⌘	B		View>Hide Binder
^⌘	B		Navigate>Binder
⇧⌘	B		Project>Show Project Bookmarks
⌘⇧	B		Project>Show Project Bookmarks as Quick Reference
⌘	B		Format>Font>Bold
⌘	C		Format>Font>Copy Font
^⌘	C		Format>Paragraph>Copy Paragraph Attributes
⇧⌘	C		Format>Color...
^⌘	C		Format>Copy Formatting
⌘	C		Edit>Copy>Copy Special Without Comments and Footnotes
⌘⇧	D		Insert>Current Date & Time
⌘	D		Documents>Duplicate>With Subdocuments and Unique Title
⇧⌘	D		Documents>Duplicate>With Subdocuments
^⌘	E		Navigate>Left Editor
⇧⌘	E		File>Import Files...
⌘	E		File>Compile...
⌘	E		Edit>Find>Use Selection For Find
⇧⌘	F		Edit>Find>Search in Project
^⌘	F		Edit>Find>Find by Formatting...
^⌘	F		View>Enter Full Screen
⌘	F		View>Enter Composition Mode
⌘	F		Edit>Find>Find...
^⌘	F		Insert>Inline Footnote
^⌘	G		Edit>Find>Quick Search

⇧⌘	G	Edit>Find>Find Previous
⇧⇧⌘	G	Edit>Find>Find Next Formatting
^⇧⌘	G	Edit>Find>Find Previous Formatting
⌘	G	Edit>Find>Find Next
^⇧⌘	H	Navigate>Notes
⇧⌘	H	Format>Highlight>Highlight Text
⌘	H	Scrivener>Hide Scrivener
⇧⌘	H	Scrivener>Hide Others
⇧⌘	I	View>Hide Inspector
^⇧⌘	I	Navigate>Synopsis
⇧⇧⌘	I	Documents>Duplicate>Set Synopsis from Main Text
⌘	I	Format>Font>Italic
⇧⌘	I	File>Export Files...
^⇧⌘	J	Navigate>Metadata
⌘	J	Edit>Find>Jump to Selection
^⌘	K	View>Corkboard Options>Show Keyword Colors
^⇧⌘	K	Navigate>Comments and Footnotes
⇧⌘	K	Project>Show Project Keywords
⌘	K	Documents>Split>At Selection
⇧⌘	K	Documents>Split>With Selection as Title
^⌘	L	Edit>Writing Tools>Linguistic Focus...
⇧⌘	L	Navigate>Lock in Place
^⇧⌘	L	Navigate>Keywords
⌘	L	Edit>Link To Document>New Link...
^⇧⌘	M	Navigate>Snapshots
⌘	M	Window>Minimize
⇧⌘	M	Window>Minimize All
^⇧⌘	N	Navigate>Bookmarks
⌘	N	Project>New Text
⇧⌘	N	Project>New Folder
⇧⇧⌘	N	Project>New From Template>Character Sketch
⇧⌘	N	File>New Project...
⌘	O	File>Open...
⇧⇧⌘	P	View>Text Editing>Show Page View

^⌘	P	View>Corkboard Options>Show Label Colors Along Edges
⇧⌘	P	File>Page Setup...
⌘	P	File>Print Current Document...
^⌘	Q	Window>Float Quick Reference Panels
⌘	Q	Scrivener>Quit and Close Windows
⌘	Q	Scrivener>Quit Scrivener
⇧⌘	R	View>Text Editing>Hide Format Bar
⌘	R	Navigate>Reveal in Binder
^⌘	R	Navigate>Go To>Enclosing Group
^⌘	R	Navigate>Right Editor
⌘	R	View>Text Editing>Show Ruler
^⌘	S	View>Corkboard Options>Show Status Stamps
⌘⇧	S	Project>Statistics...
^	S	Format>Style>Show Styles Panel
⌘	S	File>Save and Rebuild Search Indexes
⇧⌘	S	File>Save As...
⌘	S	File>Save
^⌘	T	View>Text Editing>Typewriter Scrolling
^⌘	T	Navigate>Header Bar Title
⇧⌘	T	Project>Show Project Targets
⌘⇧	T	Documents>Autofill>Set Selected Text as Title
⌘	T	Format>Font>Show Fonts
⌘	U	Format>Font>Underline>Single
⌘⇧	V	Edit>Paste
⌘⇧	V	Edit>Paste and Match Style
⌘	V	Format>Font>Paste Font
^⌘	V	Format>Paragraph>Paste Paragraph Attributes
^⌘	V	Format>Paste Formatting
⌘⇧	W	File>Close Project and Clear Interface Settings
⇧⌘	W	File>Close Project
⌘	W	File>Close All
⌘	W	File>Close Window
⇧⌘	Y	Format>Style>Pop Up Styles Menu
⌘	Y	Insert>Bibliography/Citations...

⌘

Z

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