

FINAL DRAFT 12 CHEAT SHEET

Legend

⌘	Command Key (Apple Key)
⇧	Shift Key
↵	Return Key
⇞	Tab Key
⌥	Option Key (Alt Key)

Special Keys

Page Up/Down	Pages up or down one screen-full of text
HOME	Moves cursor to beginning of line
END	Moves cursor to end of line
⌘ + HOME	Moves cursor to beginning of document
⌘ + END	Moves cursor to end of document
⌘ + →	Moves cursor to beginning of next word
⌘ + ←	Moves cursor to beginning of previous word
↑	Moves cursor up a line
↓	Moves cursor down a line
⌥ + ↑	Moves cursor up a paragraph
⌥ + ↓	Moves cursor down a paragraph
⇧ + →/←	Extends highlighted selection a letter at a time
⌘ + ⇧ + →/←	Extends highlighted selection a word at a time

WT
Writer's
Territory

Element TAB / RETURN Key Shortcuts

To Go From:	To:	Press:
Scene Heading Part 1	Scene Heading Part 2	⇞
Scene Heading Part 2	Scene Heading Part 3	⇞
Scene Heading Part 3	Action	⇧
Scene Heading Part 2	Action	⇧
Action	Action	⇧
Action	Character	⇧ + ⇞
Action	Shot	Ctrl + 7
Action	Transition	Ctrl + 6
Action	Scene Heading	Type int. or ext.
Character	Dialogue	⇧
Character	Parenthetical	⇞
Parenthetical	Dialogue	⇧
Dialogue	Action	⇧
Dialogue	Character	⇞ + ⇧
Dialogue	Scene Heading	⌘ + 1
Dialogue	Transition	⌘ + 6
Dialogue	Shot	⌘ + 7

Element Shortcuts

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

⌘ + 0 adds	General paragraph
⌘ + 1 adds	Heading paragraph
⌘ + 2 adds	Action paragraph
⌘ + 3 adds	Character paragraph
⌘ + 4 adds	Parenthetical paragraph
⌘ + 5 adds	Dialogue paragraph
⌘ + 6 adds	Transition paragraph
⌘ + 7 adds	Shot paragraph
⌘ + 8 adds	Cast List paragraph
⌘ + 9 adds	New Act
⌘ + : (colon) adds	End of Act
⌘ + ⇧ + 0 adds	Outline Body
⌘ + ⇧ + 1 adds	Outline 1
⌘ + ⇧ + 2 adds	Outline 2
⌘ + ⇧ + 3 adds	Outline 3
⌘ + ⇧ + 4 adds	Outline 4

Keyboard Command Shortcuts

FILE:	
New Document	⌘ + N
New from Template	⌘ + ⇧ + N
Open	⌘ + O
Close	⌘ + W
Save	⌘ + S
Save As	⌘ + ⇧ + S
Save As pdf	⌘ + ⇧ + P
Print	⌘ + P
EDIT:	
Undo	⌘ + Z
Redo	⌘ + ⇧ + Z
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Select All	⌘ + A
Select Current Scene	⌘ + ⇧ + A
Find	⌘ + F
Go To	⌘ + G
Find Selection	⌘ + ⇧ + F
Start Dictation	Fn Fn (press 2x)
Emoji and Symbols	⌘ + ⇧ + Space
VIEW:	
Show All Tabs	⌘ + ⇧ + \
Show/Hide Invisibles	⌘ + J
Hide Outline Editor	⌘ + ⇧ + M
Enter Full Screen	⌘ + ⌥ + F
Zoom In	⌘ + + (plus)
Zoom Out	⌘ + - (minus)

(cont.)

FORMAT:	
Open Elements Settings Window	⌘ + E
Insert Scriptnote	⌘ + ⇧ + K
Insert General Note	⌘ + ⇧ + G
Insert Alt Dialogue	⌘ + ⌥ + =
Remove Alt Dialogue	⌘ + ⌥ + - (minus)
Remove Style from Selected Text	⌘ + T
Bold Selected Text	⌘ + B
<i>Italicize Selected Text</i>	⌘ + I
<u>Underline Selected Text</u>	⌘ + U
Strike Through Selected Text	⌘ + ⇧ + X
ALL CAPS	⌘ + K
Dual Dialogue	⌘ + D
INSERT:	
Insert Alt Dialogue	⌘ + ⌥ + =
Remove Alt Dialogue	⌘ + ⌥ + - (minus)
Insert Beat (Beat Board)	⌘ + ⇧
New Scene (Index Cards/Scene View only)	⌘ + ⇧ + ⇧
Insert Bookmark	⌘ + \
Insert Scriptnote	⌘ + ⇧ + K
Insert Label	⌘ + ⇧ + L
Send to Script (Index Cards Only)	⌘ + ⇧ + C
DOCUMENT:	
Open SmartType Window	⌘ + L
TOOLS:	
Open Spellcheck	⌘ + , (comma)
Thesaurus	⌘ + ; (semicolon)
Open Reformat Tool	⌘ + R
PRODUCTION:	
Edit Scene Number	⌘ + ⇧ + J
Mark Selected Text/Revised	⌘ +]
Clear Selected Text/Revised	⌘ + [
Tags Mode On/Off	⌘ + ⇧ + T
WINDOW:	
Minimize	⌘ +]
Show Previous Tab	Ctrl + ⇧ + ⇞
Show Next Tab	Ctrl + ⇞