



# Scrivener 3 Cheat Sheet

## LEGEND

⌘	Command Key (Apple Key)
⌥	Option Key (Alt Key)
⇧	Shift Key
⌃	Control Key
↑	Up Arrow Key
↓	Down Arrow Key
→	Right Arrow Key
←	Left Arrow Key
↵	Return Key
⌫	ESC Key (or ESC)
⇥	Tab Key
⌫	Delete Key

## Scrivener

Preferences	⌘ ,
Hide Scrivener	⌘ H
Hide Others	⌥ ⌘ H
Quit Scrivener	⌘ Q
Quit and Keep Windows	⌥ ⌘ Q

## Project

New Text	⌘ N
New Folder	⌥ ⌘ N
Character Sketch	⌥ ⇧ ⌘ N
Project Settings	⌥ ⌘ ,
Show Project Targets	⇧ ⌘ T
Statistics...	⌥ ⇧ ⌘ S
Show Project Keywords	⇧ ⌘ K
Show Project Bookmarks	⇧ ⌘ B
Show Project Bookmarks as Quick Reference	⌥ ⇧ ⌘ B

## File

New Project	⇧ ⌘ N
Open...	⌘ O
Close Project	⇧ ⌘ W
Close Project and Clear Interface Settings	⌥ ⇧ ⌘ W
Close Window	⌘ W
Close All	⌥ ⌘ W
Save	⌘ S
Save and Rebuild Search Indexes	⌥ ⌘ S
Save As...	⇧ ⌘ S
Import > Files...	⇧ ⌘ I
Export > Files...	⇧ ⌘ E
Page Setup...	⇧ ⌘ P
Print Current Document...	⌘ P
Compile Draft...	⌥ ⌘ E

## View

Document/Scrivenings	⌘ 1
Corkboard	⌘ 2
Outline	⌘ 3
Layout > Show/Hide Binder	⌥ ⌘ B
Layout > Show/Hide Inspector	⌥ ⌘ I
Layout > No Split	⌘ '
Layout > Split Horizontally	⌥ ⌘ =
Layout > Split Vertically	⌘ *
Hide Format Bar	⇧ ⌘ R
Show Ruler	⌘ R
Show Page View	⌥ ⇧ ⌘ P
Zoom > Zoom In	⌘ >
Zoom > Zoom Out	⌘ <
Enter Full Screen	⌘ ⌫
Enter Composition Mode	⌥ ⌘ F

## Insert

Bibliography/Citations...	⌘ Y
Line Break	⌥ ⌘ ↵
Non-Breaking Space	⌥ _
Current Date & Time	⌥ ⇧ ⌘ D

## Edit

Undo	⌘ Z
Redo	⇧ ⌘ Z
Cut	⌘ X
Copy	⌘ C
Paste	⌘ V
Paste and Match Style	⌥ ⇧ ⌘ V
Select All	⌘ A
Select Current Text	⌥ ⌘ A
Complete	⌥ ⌫
Complete Document Title	⌘ ⌫
Move Right	⇧ ⌘ →
Add Link	⌘ K
New Link	⌘ L
Quick Search	⌘ ⌥ G
Search in Project	⇧ ⌘ F
Find > Find...	⌘ F
Find > Find Next	⌘ G
Find > Find Previous	⇧ ⌘ G
Find > Use Selection for Find	⌘ E
Find > Jump to Selection	⌘ J
Find > Find by Formatting...	⌘ ⌥ F
Find > Find Next Formatting	⌥ ⇧ ⌘ G
Find > Find Previous Formatting	⌘ ⌥ G
Show Spelling and Grammar	⌘ ;
Check Document Now	⌘ ;
Check Spelling While Typing	⌘ \
Linguistic Focus	⌘ L
Emoji & Symbols	⌘ _

## Window

Minimize	⌘ M
Minimize All	⌥ ⌘ M
Zoom	⌘ -
Zoom All	⌥ ⌘ -
Zoom to Fit Screen	⌘ =
Layouts > Manage Layouts	⇧ ⌘ )
Float QuickReference Panels	⌘ Q

## Documents

Open > in (Left/Bottom) Editor	⌥ ⌘ O
Open > in Right/Top/Other Editor	⇧ ⌘ O
Open > With All Subdocuments > On Editor Corkboard	⌥ ⇧ ⌘ O
Open > in External Editor	⌘ ⌥ O
Snapshots > Take Snapshot	⌘ 5
Snapshots > Take Snapshot With Title	⇧ ⌘ %
Duplicate > with Subdocuments and Unique Title	⌘ D
Duplicate > without Subdocuments	⇧ ⌘ D
Set Selection as Title	⌥ ⇧ ⌘ T
Move to Trash	⌘ ⌫
Split > at Selection	⌘ K
Split > with Selection as Title	⌥ ⌘ K
Merge	⇧ ⌘ M
Group	⌥ ⌘ G
Ungroup	⌥ ⌘ U
Move > Left	⇧ ⌘ ←
Move > Right	⇧ ⌘ →
Move > Up	⇧ ⌘ ↑
Move > Down	⇧ ⌘ ↓

## Navigate

Reveal in Binder	⌥ ⌘ R
Previous Document	⌥ ⌘ ↑
Next Document	⌥ ⌘ ↓
On Editor Corkboard	⌥ ⇧ ⌘ O
Lock in Place	⌥ ⌘ L
Backward in Document History	⌘ [
Editor	⌘ ⇥
Binder	⌘ ⌥ B
Editor	⌘ ⌥ E
Header Bar Title	⌘ ⌥ T
Notes	⌘ ⌥ H
Bookmarks	⌘ ⌥ N
Metadata	⌘ ⌥ J
Snapshots	⌘ ⌥ M
Comments and Footnotes	⌘ ⌥ K
Synopsis	⌘ ⌥ I
Keywords	⌘ ⌥ L

## Format

Font > Show Fonts	⌘ T
Font > Bold	⌘ B
Font > Italic	⌘ I
Font > Underline > Single	⌘ U
Bigger	⌘ +
Smaller	⌘ -
Copy Font	⌥ ⌘ C
Paste Font	⌥ ⌘ V
Align Left	⌘ {
Center	⌘
Justify	⌥ ⌘
Align Right	⌘ }
Increase First Line Indent	⌘ ⌥ →
Copy Paragraph Attributes	⌘ ⌥ C
Paste Paragraph Attributes	⌘ ⌥ V
Show Styles Panel	⌘ S
Show Styles Menu	⇧ ⌘ Y
No Style	⌥ ⌘ O
Color...	⇧ ⌘ C
Highlight Text	⇧ ⌘ H
Copy Formatting	⌘ ⌥ C