

# WriterDuet Cheat Sheet

<b>Commands</b>	Undo ^/⌘ + Z	Redo ^/⌘ + Y	↔/Exit Full-screen ^/⌘ + ⇧ + F	Open Project ^/⌘ + O	Go to Page/Scene ^/⌘ + G	Save Project ^/⌘ + S	Save As ^/⌘ + ⇧ + S	Select all ^/⌘ + A	Open Find tool ^/⌘ + F	Print ^/⌘ + P	Move selection ⌘ + ↓	Move selection ⌘ + ↑
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<b>Line Types</b>	Scene ^/⌘ + 1	Action ^/⌘ + 2	Character ^/⌘ + 3	Parenthetical ^/⌘ + 4	Dialogue ^/⌘ + 5	Transition ^/⌘ + 6	Shot ^/⌘ + 7	Text ^/⌘ + 8	Note ^/⌘ + 9	Outline ^/⌘ + 0	⌘ Command Key (Apple)	⌥ Option Key (Alt Key)	⇧ Shift Key	⌘ Control Key
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<b>Line Types</b>	Character ⌘ + C	Dialogue ⌘ + D	Parenthetical ⌘ + P	Action ⌘ + A	Scene ⌘ + S	Shot ⌘ + H	Transition ⌘ + T	Text ⌘ + X	Outline ⌘ + O	New/End Act ⌘ + V	↑ Up Arrow Key	↓ Down Arrow Key	→ Right Arrow Key	← Left Arrow Key
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⌘ shortcuts are off by default to allow easier access to quick accent marks. You can turn them on through Customize > Editing under Shortcuts.

<b>Formatting</b>	Bold ^/⌘ + B	Italic ^/⌘ + I	Underline ^/⌘ + U	Highlight line Yellow ^/⌘ + E	Highlight line Pink ^/⌘ + ⇧ + E	Text color Blue ^/⌘ + L	Text color Light Green ^/⌘ + ⇧ + L	Strikethrough ^/⌘ + ⌥ + X	Insert Hyperlink ^/⌘ + ⇧ + K	Insert Page Break ^/⌘ + ↵	Decrease right ^/⌘ + ⌥ + ]	Increase right ^/⌘ + ⌥ + [	Uppercase (Auto-caps) ^/⌘ + /	Lowercase ^/⌘ + \
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<b>Tools</b>	^/⌘ + ⌥ + O Open Cards mode	Start/Stop Dictation ^/⌘ + ⇧ + D	Move line to/from ^/⌘ + D	Tag a line ^/⌘ + ⌥ + T	Pins Shortcuts Mark/Unmark ^/⌘ + K	Mark/Unmark ^/⌘ + ⌥ + K	Jump to next Pin ^/⌘ + J	Revisions Shortcuts Mark Change ^/⌘ + ]	Unmark Change ^/⌘ + [	Line Alternates Shortcuts Toggle current ⌘ + ↵	View All Line ⌘ + ⇧ + ↵	Make Line Alternate ⌘ + ^/⌘ + ↵
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<b>Tools</b>	Comments Shortcuts Open Comment / ^/⌘ + .	Open/Close All ^/⌘ + ⌥ + .	Open Next Comment ^/⌘ + ⇧ + .	Open Previous ^/⌘ + ⇧ + ,	Graveyard Shortcuts Cut to Graveyard ^/⌘ + ⇧ + X	Copy to Graveyard ^/⌘ + ⇧ + C	Open Graveyard ^/⌘ + ⇧ + G	MultiColumn Shortcuts Move line to left ^/⌘ + ⌥ + ⇧	Move line to right ^/⌘ + ⌥ + ⇧	Move line to full name ^/⌘ + ⌥ + ⇧	Move Right column up ^/⌘ + ⌥ + ⇧	Move Right column ^/⌘ + ⌥ + ⇧
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