

File

New Project	⇧ ⌘ N
Open	⌘ O
Close Project	⇧ ⌘ W
Close Window	⌘ 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	⇧ ⌘ E

Edit

Paste and Match Style	⇧ ⇧ ⌘ V
Select All	⌘ A
Select with Subdocuments	⇧ ⌘ A
Select Current Text	⇧ ⌘ A
Complete	⇧ ⌘ ↵
Complete Document Title	⇧ ⌘ ↵
Move Up	⇧ ⌘ ↑
Move Down	⇧ ⌘ ↓
Move Left	⇧ ⌘ ←
Move Right	⇧ ⌘ →
Add/Edit Link	⌘ K
New Link	⌘ L
Quick Search	⇧ ⇧ ⌘ G
Search in Project	⇧ ⌘ F
Find	⌘ F
Find Next	⌘ G
Find Previous	⇧ ⌘ G
Filter	⌘ F
Use Selection for Find	⌘ E
Jump to Selection	⌘ J
Find by Formatting	⇧ ⇧ ⌘ F
Find Next Formatting	⇧ ⇧ ⌘ G
Find Previous Formatting	⇧ ⇧ ⌘ G
Show Spelling and Grammar	⌘ :
Check Document Now	⌘ ;
Check Spelling While Typing	⌘ \
Linguistic Focus	⇧ ⌘ L

Insert

Insert comment	⇧ ⌘ *
Insert Inline Annotation	⇧ ⌘ A
Insert Footnote	⇧ ⌘ 8
Insert Inline Footnote	⇧ ⇧ ⌘ F
Insert Bibliography/Citations	⌘ Y
Insert Line Break	⇧ ⌘ ↵
Insert Non-Breaking Space	⇧ ⌘ SPACE
Insert Current Date & Time	⇧ ⇧ ⌘ D
View	
Document/Scrivenings	⌘ 1
Corkboard	⌘ 2
Outline	⌘ 3
Show/Hide Binder	⇧ ⌘ B
Show/Hide Inspector	⇧ ⌘ I
No Split	⌘ '
Split Horizontally	⇧ ⌘ =
Split Vertically	⌘ "
Show/Hide Format Bar	⇧ ⌘ R
Show/Hide Ruler	⌘ R
Show/Hide Page View	⇧ ⇧ ⌘ P
Typewriter Scrolling	⇧ ⌘ T
Show Hide Label Colors Along Edges	⇧ ⌘ P
Show Hide Status Stamps	⇧ ⌘ S
Show Hide Keyword Colors	⇧ ⌘ K
Zoom In	⌘ >
Zoom Out	⌘ <
Expand All	⌘ 9
Collapse All	⌘ 0
Collapse All to Current Level	⇧ ⌘ 0
Enter/Exit Composition Mode	⇧ ⌘ F



Navigate Menu

Reveal in Binder	⌘	⌘	R	
Previous Document	⌘	⌘	↑	
Next Document	⌘	⌘	↓	
Enclosing Group	^	⌘	R	
Selection		⌘	4	
In Current Editor	⌘	⌘	0	
In Other Editor	↑	⌘	0	
In External Editor	^	⌘	0	
With All Subdocuments as Flat List on Editor Corkboard	⌘	↑	⌘	0
Lock in Place	⌘	⌘	L	
Forward in Document History	⌘]	
Backward in Document History		⌘	[
Other Editor Forward in History	⌘	⌘]	
Other Editor Backward in History	⌘	⌘	[
Other Editor Scroll Up	^	⌘	⌘	↑
Other Editor Scroll Down	^	⌘	⌘	↓
Other Editor Go to Previous Page	^	⌘	⌘	↑
Other Editor Go to Next Page	^	⌘	⌘	↓
Play Media File		⌘	↶	
Fast Forward	⌘	↑	⌘]
Rewind	⌘	↑	⌘	[
Rotate through main views	^		→	
Binder	^	⌘	⌘	B
Editor	^	⌘	⌘	E
Other Editor	^	⌘	⌘	R
Header Bar Title	^	⌘	⌘	T
Copyholder	^	⌘	⌘	D
Notes	^	⌘	⌘	H
Bookmarks	^	⌘	⌘	N
Metadata	^	⌘	⌘	J

Snapshots	^	⌘	⌘	M
Comments and Footnotes	^	⌘	⌘	K
Synopsis	^	⌘	⌘	I
Keywords	^	⌘	⌘	L
Previous Group	^	⌘	↑	
Next Group	^	⌘	↓	

Project

New Text		⌘	N	
New Folder	⌘	⌘	N	
New From Template	↑	⌘	⌘	N
Project Settings	⌘	⌘	,	
Show Project Targets	↑	⌘	T	
Statistics	↑	⌘	⌘	S
Show Project Keywords	↑	⌘	K	
Show Project Bookmarks	↑	⌘	B	

Documents

Take Snapshot		⌘	5	
Take Titled Snapshot	^	⌘	5	
Snapshots: show Next Change	^	⌘]	
Snapshots: show Previous Change	^	⌘	[
Duplicate with Subdocuments and Unique Title		⌘	D	
Duplicate without Subdocuments	↑	⌘	D	
Split at Selection	⌘	⌘	K	
Split with Selection as Title	↑	⌘	⌘	K
Merge	↑	⌘	M	
New Folder From Selection	⌘	⌘	G	
Ungroup	⌘	⌘	U	
Move To "X" Again	⌘	⌘	T	
Set Selected Text as Title	↑	⌘	⌘	T
Set Synopsis from Main Text/Selection	↑	⌘	⌘	I
Move to Trash		⌘	⌘	



Format

Show Fonts	⌘	T
Underline Single	⌘	U
Strikethrough	⇧	⌘ -
Bigger Font	⌘	+
Smaller Font	⌘	-
Copy Font	⌘	C
Paste Font	⌘	V
Paragraph: Align Left	⌘	{
Paragraph: Center	⇧	⌘ \
Paragraph: Justify	⇧	⌘ \
Paragraph: Align Right	⌘	}
Increase Indents	⇧	⌘ →
Decrease Indents	⇧	⌘ ←
Increase First Line Indent	⇧	⌘ →
Decrease First Line Indent	⇧	⌘ ←
Copy Paragraph Attributes	⇧	⌘ C
Paste Paragraph Attributes	⇧	⌘ V
Show/Hide Styles Panel	⇧	S
Show Styles Menu	⇧	⌘ Y
No Style	⌘	0
Script Mode (Format)	⌘	8
Show Script Elements Menu	⇧	⌘ Y
Highlight Text	⇧	⌘ H
Copy Formatting	⇧	⌘ C
Paste Formatting	⇧	⌘ V

Window

Manage Layouts	⇧	⌘)
Float Quick Reference Panels	⇧	⌘	Q
Show/Hide Scratchpad	⇧	⌘	↩

Misc

Preferences	⌘	,	
Keep Main Editors Light	⌘	⇧	L

Pie Menu for Scrivener

Work faster with a customized radial menu for Scrivener. Add whatever shortcut you want!

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