

Keyboard shortcuts for Google Drive on the web

 support.google.com/drive/answer/2563044

Use keyboard shortcuts in Google Drive to navigate, select, and edit.

Note: Some shortcuts might not work for all languages or keyboards.

Computer Android

Below, you'll find a list of keyboard shortcuts for Google Drive on the web.

To display the keyboard shortcut list in Google Drive, press **Ctrl** + **/** (Chrome OS, Windows) or **⌘** + **/** (Mac).

Navigation and views

Go to navigation panel (folders list)	g then n g then f
Go to items view	g then l
Switch between grid and list in items view	v
Go to details pane	g then d
Go to top of application (Google bar)	g then t
Go to download status	g then a
Go to upload status	g then u
Show or hide details pane	d
Show or hide activity pane	i

Select items

Select or deselect item	x
Select next item down	j Down arrow
Select next item up	k Up arrow
Select next item to the left	h Left arrow

Select next item to the right	I Right arrow
Extend selection down	Shift + Down arrow
Extend selection up	Shift + Up arrow
Extend selection left	Shift + Left arrow
Extend selection right	Shift + Right arrow
Select all visible items	Shift + a
Clear all selections	Shift + n
Move between items	
Move down without changing selection	Ctrl + Down arrow (Chrome OS, Windows) ⌘ + Down arrow (Mac)
Move up without changing selection	Ctrl + Up arrow (Chrome OS, Windows) ⌘ + Up arrow (Mac)
Move left without changing selection	Ctrl + Left arrow (Chrome OS, Windows) ⌘ + Left arrow (Mac)
Move right without changing selection	Ctrl + Right arrow (Chrome OS, Windows) ⌘ + Right arrow (Mac)
Take action on selected items	
Open selected items	Enter o
Open selected items in new tab	Ctrl + Enter (Chrome OS, Windows) ⌘ + Return (Mac)
Rename selected items	n
Share selected items	. (dot)
Move selected items to new folder	z
Star or unstar selected items	s
Create shortcuts to selected items	Shift + z

Remove selected items	# or Alt + Backspace (Chrome OS) # or Delete (Windows) # or Fn + Delete (Mac)
Copy selected item titles to the clipboard	Ctrl + c (Chrome OS, Windows) ⌘ + c (Mac)
Copy selected item URLs to the clipboard	Ctrl + Shift + c (Chrome OS, Windows) ⌘ + Shift + c (Mac)
Cut selected items to the clipboard	Ctrl + x (Chrome OS, Windows) ⌘ + x (Mac)
Paste selected items from the clipboard or move selected items from the clipboard	Ctrl + v (Chrome OS, Windows) ⌘ + v (Mac)
Create selected items shortcut within Drive	Ctrl + Shift + v (Chrome OS, Windows) ⌘ + Shift + v (Mac)
Create new items	
Document	Shift + t
Presentation	Shift + p
Spreadsheet	Shift + s
Drawing	Shift + d
Folder	Shift + f
Form	Shift + o
Open menus	
Create menu	c
More actions menu	a
Current folder actions menu	f
Sort menu	r
Settings menu	t
Application actions	

Display keyboard shortcuts list	Shift + / Ctrl + / (Chrome OS, Windows) ⌘ + / (Mac)
Choose next visual density (row height and element spacing for list view)	q then q
Find/find next	Ctrl + f (Chrome OS, Windows) ⌘ + f (Mac)
Print	Ctrl + p (Chrome OS, Windows) ⌘ + p (Mac)
Undo last action	Ctrl + z (Chrome OS, Windows) ⌘ + z (Mac)
Redo last undone action	Ctrl + Shift + z (Chrome OS, Windows) ⌘ + Shift + z (Mac)
Show last message	m
Search your Drive	/
Preview mode actions	
Close	Esc
Play/pause	Space
Zoom in	+ or =
Zoom out	-

Was this helpful?