

Zotero Default Keyboard Shortcuts (Windows)

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Source: https://www.zotero.org/support/kb/keyboard_shortcuts

Note: Official page states PDF Reader and Notes lists may be incomplete.

Adding Items

Action	Shortcut	Notes
Save to Zotero	Ctrl+Shift+S	Save an item via Zotero Connector.
Create a New Item by Hand	Ctrl+Shift+N	Create a new item manually.
Create a New Note	Ctrl+Shift+O	Create a standalone note.
Import	Ctrl+Shift+I	Import items/files.
Import from Clipboard clipboard	Ctrl+Shift+Alt+I	Import metadata from text.

Editing Items (Info Tab)

Action	Shortcut	Notes
Add Another Author/Creator while editing in creator	Shift+Enter	When editing creator fields in Info tab.
Save Abstract or Extra field	Shift+Enter	Commit multiline field edits.

Removing or Deleting

Action	Shortcut	Notes
Move to Trash (from My Library)	Del	Moves selected item(s) to trash.
Move to Trash (from a Collection) from My Library	Shift+Del	Collection context differs library context.
Move to Trash without confirmation (from My Library)	Shift+Del	Skips confirmation dialog in Library context.
Move to Trash without confirmation (from a Collection)	Not available	No default shortcut listed.
Remove top-level item from Collection	Del	Removes from collection only,

		does not trash item.
+-----+ Delete Collection (keep items)	Del	Removes collection container
		only.
+-----+ Delete Collection and move items to Trash Shift+Del		Removes collection and
trashes		items.
+-----+		

Creating Citations / Quick Copy

Action	Shortcut	Notes
+-----+ Copy selected item citations to clipboard Ctrl+Shift+A		Uses current citation style.
+-----+ Quick Copy selected items to clipboard Ctrl+Shift+C		Uses Quick Copy output
format.		
+-----+		

Navigating Panes

Action	Shortcut	Notes
+-----+ Focus Libraries pane Ctrl+Shift+L		Jump focus to left pane.
+-----+ Move through panes and fields Tab / Shift+Tab		Forward/backward focus.
+-----+ Move through Info/Notes/Tags/Related tabs Right/Left; Ctrl+Tab; Multiple equivalent defaults.		
	Ctrl+Shift+Tab;	
	Ctrl+PgUp/PgDn	
+-----+ Quick Search Ctrl+Shift+K		Focus quick search box.
+-----+ Quick Search Ctrl+F		Alternative quick search
		shortcut.
+-----+		

Moving Between Tabs

Action	Shortcut	Notes
+-----+ Next/Previous tab Ctrl+PageDown /		Switch among Zotero tabs.
	Ctrl+PageUp	
+-----+ Next/Previous tab Ctrl+Tab /		Alternative tab navigation.
	Ctrl+Shift+Tab	
+-----+ Jump directly to tab 1..9 Ctrl+1 ... Ctrl+9		Open specific tab index.
+-----+		

Searching

Action	Shortcut	Notes
Quick Search	Ctrl+Shift+K	Focus quick search.
Quick Search	Ctrl+F	Alternative quick search.
Find/highlight collections item belongs to collections.	Hold Ctrl	When selecting an item, highlights owning

Tags

Action	Shortcut	Notes
Toggle Tag Selector	Ctrl+Shift+T	Show/hide tag selector pane.
Assign colored tag to item tags.	1, 2, 3, 4, 5, 6	Numeric keys for colored

Feeds

Action	Shortcut	Notes
Mark all feed items as read/unread	Ctrl+Shift+R	In feed context.
Mark feed as read/unread	Ctrl+Shift+`	Backtick key.

Other

Action	Shortcut	Notes
Expand/Collapse collections or items list	+ / -	Tree/list expansion controls.
Highlight all collections item is in	Hold Ctrl	Collection highlighting
		behavior.
Count items (result in right pane)	Ctrl+A	Select all to show count.
Edit collection name	F2	Rename selected collection.

PDF Reader (Official list is incomplete)

Action	Shortcut	Notes
Switch annotation tools	Alt+1 / Alt+2 / Alt+3 /	Reader shortcut group.
	Alt+4	

Back in PDF links/history	Alt+Left	Navigate backward.
Forward in PDF links/history	Alt+Right	Navigate forward.
Notes		
Action	Shortcut	Notes
Bold	Ctrl+B	Text formatting.
Italic	Ctrl+I	Text formatting.
Underline	Ctrl+U	Text formatting.
Select all	Ctrl+A	Editing shortcut.
Undo	Ctrl+Z	Editing shortcut.
Redo	Ctrl+Y or Ctrl+Shift+Z	Editing shortcut.
Cut	Ctrl+X	Editing shortcut.
Copy	Ctrl+C	Editing shortcut.
Paste	Ctrl+V	Editing shortcut.
Paste without formatting	Ctrl+Shift+V	Plain text paste.
Format as Heading levels	Shift+Alt+1..6	Heading 1 to Heading 6.
Format as Paragraph	Shift+Alt+7	Paragraph block.
Format as Div	Shift+Alt+8	Div block.
Format as Address	Shift+Alt+9	Address block.
Find and replace	Ctrl+F	Search/replace in note.
Insert link	Ctrl+K	Add hyperlink.
Focus toolbar	Alt+F10	Keyboard focus to editor
		toolbar.

Additional official references:

- <https://www.zotero.org/support/preferences/advanced>
- https://www.zotero.org/support/word_processor_plugin_shortcuts