

## Zotero Default Keyboard Shortcuts (Windows)

Generated: 2026-02-21

Source: [https://www.zotero.org/support/kb/keyboard\\_shortcuts](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 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	Shift+Del	Collection context differs from 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 trashes	Shift+Del	Removes collection and 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 format.	Ctrl+Shift+C	Uses Quick Copy output

#### 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; Ctrl+Shift+Tab; Ctrl+PgUp/PgDn	Multiple equivalent defaults.
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 / Ctrl+PageUp	Switch among Zotero tabs.
Next/Previous tab	Ctrl+Tab / Ctrl+Shift+Tab	Alternative tab navigation.
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 / Alt+4	Reader shortcut group.

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](https://www.zotero.org/support/word_processor_plugin_shortcuts)