



Evernote Shortcuts

No.	Action	Window Shortcuts	Section
1	Switch to Evernote and jump to a new note	Ctrl + Alt + N	Most used Evernote Shortcuts
2	Start screen capture mode	Win + PrintScreen	Most used Evernote Shortcuts
3	Find in Evernote	Win + Shift + F	Most used Evernote Shortcuts
4	Create a new note	Ctrl + N	Most used Evernote Shortcuts
5	Create a new notebook	Ctrl + Shift + N	Most used Evernote Shortcuts
6	Create a new tag	Ctrl + Shift + T	Most used Evernote Shortcuts
7	Assign tags	Ctrl + Alt + T	Most used Evernote Shortcuts
8	Rename focused notebook	F2	Most used Evernote Shortcuts
9	Close child windows and hide main window	Alt + F4	Most used Evernote Shortcuts
10	Exit application	Ctrl + Q	Most used Evernote Shortcuts
11	Start spell-checking	F7	Most used Evernote Shortcuts
12	Open online help	F1	Most used Evernote Shortcuts
13	Start synchronization with Evernote Web	F9	Most used Evernote Shortcuts
14	Cut	Ctrl + X	Most used Evernote Shortcuts
15	Copy	Ctrl + C	Most used Evernote Shortcuts
16	Paste	Ctrl + V	Most used Evernote Shortcuts
17	Paste text from clipboard as unformatted text	Ctrl + Shift + V	Most used Evernote Shortcuts
18	Undo last edit	Ctrl + Z	Most used Evernote Shortcuts
19	Redo last undone edit	Ctrl + Y	Most used Evernote Shortcuts
20	Paste clipboard into Evernote as a new note	Ctrl + Alt + V	Most used Evernote Shortcuts
21	Clip selection	Win + A	Most used Evernote Shortcuts
22	Search	Ctrl + Alt + F	Main Application Shortcuts
23	Reset search	Ctrl + Shift + A	Main Application Shortcuts
24	Create a new saved search	Ctrl + Shift + S	Main Application Shortcuts
25	Cycle through note list views	F5	Main Application Shortcuts
26	Set note list to Table view	Ctrl + F5	Main Application Shortcuts
27	Set note list to Mixed view	Ctrl + F6	Main Application Shortcuts
28	Set note list to Thumbnails view	Ctrl + F7	Main Application Shortcuts
29	Toggle display of left panel	F10	Main Application Shortcuts
30	Toggle display of note list	F11	Main Application Shortcuts
31	Toggle display of note panel	Ctrl + F11	Main Application Shortcuts
32	Toggle display of the search explanation	Ctrl + F10	Main Application Shortcuts
33	Toggle display of note info panel	F8	Main Application Shortcuts
34	Toggle display of note editing toolbar	Ctrl + F8	Main Application Shortcuts
35	Go to previous note	Up Arrow key	Note List Shortcuts
36	Go to next note	Down Arrow key	Note List Shortcuts
37	Scroll list up one page	Page Up key	Note List Shortcuts
38	Scroll list down one page	Page Down key	Note List Shortcuts
39	Go to the first note in list	Home	Note List Shortcuts
40	Go to the last note in list	End	Note List Shortcuts
41	Move selected notes to trash	Delete	Note List Shortcuts
42	Select all notes	Ctrl + A	Note List Shortcuts
43	Open the selected note in a separate window	Ctrl + Enter	Note List Shortcuts
44	Send selected notes by email	Ctrl + Shift + E	Note List Shortcuts
45	Open Print dialog	Ctrl + P	Note List Shortcuts
46	Open print preview window	Ctrl + F2	Note List Shortcuts
47	Toggle display of note info	F8	Note Editor Shortcuts
48	Toggle display of note editing toolbar	Ctrl + F8	Note Editor Shortcuts
49	Set focus to the tag field of the active note	F3	Note Editor Shortcuts
50	Search within a note	Ctrl + F	Note Editor Shortcuts
51	Find next	Ctrl + G	Note Editor Shortcuts
52	Find Previous	Ctrl + Shift + G	Note Editor Shortcuts
53	Save current note	Ctrl + S	Note Editor Shortcuts
54	Select All content	Ctrl + A	Note Editor Shortcuts
55	Make selection bold	Ctrl + B	Note Editor Shortcuts



No.	Action	Window Shortcuts	Section
56	Make selection italic	Ctrl + I	Note Editor Shortcuts
57	Make selection underlined	Ctrl + U	Note Editor Shortcuts
58	Make selection strikethrough	Ctrl + T	Note Editor Shortcuts
59	Format selection as bulleted list	Ctrl + Shift + B	Note Editor Shortcuts
60	Format selection as ordered list	Ctrl + Shift + O	Note Editor Shortcuts
61	Open font dialog to change font	Ctrl + D	Note Editor Shortcuts
62	Increase font size	Ctrl + [Note Editor Shortcuts
63	Decrease font size	Ctrl +]	Note Editor Shortcuts
64	Remove formatting	Ctrl + Spacebar	Note Editor Shortcuts
65	Align left	Ctrl + L	Note Editor Shortcuts
66	Align right	Ctrl + R	Note Editor Shortcuts
67	Align center	Ctrl + E	Note Editor Shortcuts
68	Align justified	Ctrl + J	Note Editor Shortcuts
69	Insert a "To Do" checkbox	Ctrl + Shift + C	Note Editor Shortcuts
70	Open "Encrypt selection" dialog	Ctrl + Shift + X	Note Editor Shortcuts
71	Insert current date and time	Alt + Shift + D	Note Editor Shortcuts
72	Add Hyperlink	Ctrl + K	Note Editor Shortcuts
73	Edit Hyperlink	Ctrl + Shift + K	Note Editor Shortcuts
74	Insert horizontal line	Ctrl + Shift + -	Note Editor Shortcuts
75	Remove hyperlink	Ctrl + Shift + F9	Note Editor Shortcuts

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