

Evernote Keyboard Shortcuts

Global

You can use these system-wide shortcuts while working in any application provided Evernote is running.

Shortcut	Description	Shortcut	Description
Ctrl + Alt + V	Paste the clipboard as a new note (you can enable this shortcut in Application » Options » Tape tab)	Print Screen	Start screen capture mode (you can redefine this shortcut in Application » Options » Clipper tab)
Ctrl + Alt + N	Switch to Evernote and jump to the new note – you can enable this shortcut in Application » Options » Tape	Caps Lock, Caps Lock (press twice quickly)	Clip currently selected window contents as a new note (you can redefine this shortcut in Application » Options » Clipper tab)

Application-wide

Shortcut	Description	Shortcut	Description
F1	Open online help web page in default browser	Tab	Move focus to next pane (search box » side panel » note list » tape » time band » ...)
F3	If search box is empty, move focus to it, otherwise start search and move to first highlighted keyword; each subsequent press will move you to the next highlighted keyword	Shift + Tab	Move focus to previous pane (time band » tape » note list » side panel » search box » ...)
Shift + F3	Same as F3, but you will move backwards in the sequence of highlighted keywords	F10	Toggle display of note list
Alt + F4	Hide main window (minimize to tray)	F11	Toggle display of side panel
Ctrl + F4	Exit application	Ctrl + F11	Enter tag finder mode (Esc to exit)
F6 or Ctrl + F	Move focus to search box	F12	Toggle display of time band
F7	Start spell-checking	Ctrl + F12	Open the 'Select Date' dialog to quickly scroll tape go to the specified date (Esc to exit)
F8	Toggle display of note headers	Ctrl + N	Move focus to a new note at the bottom of the tape
F9	Start synchronization with the Service	Ctrl + Shift + A	Show all notes in currently selected notebook, i.e. reset the search

Tape

Tape navigation shortcuts will work only when tape control has focus. Shortcuts for note operations (e.g. email, tag, print) will work even if the tape has no focus.

Shortcut	Description	Shortcut	Description
Down	Go to next note	Ctrl + Shift + T	Open tag assignment dialog for selected notes
Page Up	Scroll tape up one page	Ctrl + Shift + D	Open date assignment dialog for selected notes
Page Down	Scroll tape down one page	Ctrl + P	Open Print dialog for selected notes
Home	Go to the first note in tape	Ctrl + F2	Open print preview window for selected notes
End	Go to the last note in tape	Enter	Start editing the selected note, i.e. put the caret into a note (Esc to exit)
Ctrl + Down	Expand selected note	Alt + Enter	Open the selected note (or a new note if nothing selected) in a separate window (Esc to close window)
Ctrl + A	Select all notes	Alt + Shift + Enter or Ctrl + Q	Same as Alt + Enter, but open the note in a full-screen mode (Esc to exit)
Insert	Move focus to a new note at the bottom of the tape	Ctrl + Up	Collapse selected note
Esc	Unselect all notes	Delete	Move selected notes to trash
Ctrl + Shift + E	Send selected notes by email	Ctrl + Delete	Permanently delete selected notes

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Side panel

These shortcuts will work when side panel (tree) has focus.

Shortcut	Description	Shortcut	Description
Left	Collapse the item that have sub-items if it is not collapsed yet, or navigate to a parent item otherwise	Right	Expand the item that have sub-items
Space or Enter	Select the focused item (tags and attributes allow toggling selection on and off while notebooks, saved searches and trash can be only selected)	Delete	Delete selected (or focused, if there is no selection) notebook, tag or saved search
F2	Rename focused notebook, tag or saved search	Ctrl + Space	When focus in on a tag [or attribute], select this tag [attribute] exclusively, unselecting all other tags [attributes]

Text Note Editor

These shortcuts will work when you are editing a text note either in tape, or in a separate window.

Shortcut	Description	Shortcut	Description
Ctrl + A	Select All content in the current note	Ctrl + R	Align current paragraph (or selection) right
Ctrl + C or Ctrl + Ins	Copy selection to clipboard	Ctrl + E	Center current paragraph (or selection)
Ctrl + V or Shift + Ins	Paste text from clipboard (overwriting the selection, if any)	Ctrl + J	Justify current paragraph (or selection)
Ctrl + Z or Alt + Backspace	Undo last edit	Ctrl + H	Open "Edit Picture" dialog (if a picture is focused)
Ctrl + Y	Redo last undone edit	Ctrl + K	Open "Edit Hyperlink" dialog to either edit the existing hyperlink under the caret, or to create a new hyperlink from the selected text
Ctrl + B	Make selection bold	Ctrl + Shift + C or Alt + click	Insert a "To Do" checkbox
Ctrl + I	Make selection italic	Ctrl + Shift + P	Open "Encrypt selection" dialog on a selected text
Ctrl + U	Make selection underlined	Ctrl + S	Save current note explicitly (notes are also saved automatically)
Ctrl + T	Make selection striked through	Ctrl +] or Ctrl + Shift + >	Increase font size for selected text (German keyboard: Ctrl + Shift + .)
Ctrl + D	Open font dialog to change font face, size and color for selected text	Ctrl + [or Ctrl + Shift + <	Decrease font size for selected text (German keyboard: Ctrl + Shift + ,)
Ctrl + Shift + B	Format selection a bulleted list	Ctrl + ; or Alt + Shift + D	Insert current date and time
Ctrl + Shift + O	Format selection an ordered list	Enter or Ctrl + click on link	Open hyperlink under caret
Ctrl + M	Increase indent for current paragraph (or for selection)	Shift + Enter	Inserts a "non-paragraph" line break (allowed on a hyperlink, too)
Ctrl + Shift + M	Decrease indent for current paragraph (or for selection)	Ctrl + Spacebar	Reset font type/size/color to default for selected text
Ctrl + L	Align current paragraph (or selection) left	Ctrl + Backspace	Delete a word to the left
Esc	Quit note editing mode and move focus to tape	Ctrl + Del	Delete a word to the right

Screen capture mode

These shortcuts will work when you are in screen capture mode.

Shortcut	Description	Shortcut	Description
Ctrl+C	Copy the selection into clipboard and quit screen capture mode	D	Toggle between selection submode (default) and drawing submode

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Ink note editor

These shortcuts will work when you are editing an ink note either in tape, or in a separate window.

Shortcut	Description	Shortcut	Description
R	Recognize text of the selected text (or of the entire note if nothing selected)	E	Switch to Whiter tool
S	Toggle shape recognition mode (or shape up the selected strokes, if any)	T	Switch to Selector tool
A	Switch to Pencil tool (or switch style of the selected strokes, if any, to Pencil)	X	Switch to Cutter tool
B	Switch to Pen tool (or switch style of the selected strokes, if any, to Pen)	[Decrease pen thickness for subsequent strokes (or of the selected strokes, if any)
C	Show/hide the color palette drop-down]	Increase pen thickness for subsequent strokes (or of the selected strokes, if any)

Selection submode

These shortcuts will work when you are in screen capture mode, and have the drawing mode turned off. In this submode you can select a screen area using the mouse, move/resize the rubber-band selection frame using handles.

Shortcut	Description	Shortcut	Description
Ctrl + A	Select entire monitor area (a monitor is chosen depending on the top left corner of the current selection)	Shift + Arrow keys	Move selected area by 10 pixels in any direction
Ctrl + Shift + A	Copy entire desktop area (across multiple monitors)	Ctrl + Arrow-keys	Expand or shrink selected area by 1 pixel, relative to top-left corner
Ctrl + W	Select window area (a window is chosen depending on the top left corner of the current selection, or by the position of the right mouse click)	Ctrl + Shift + Arrow-keys	Expand or shrink selected area by 10 pixels, relative to top-left corner
Ctrl + E	Open a Resize Selection dialog to enter exact pixel width and height of selected area	Alt (hold)	Temporarily hide square handles around the frame (you can hold Alt while moving or resizing selection)
Arrow keys	Move selected area by 1 pixel in any direction		

Drawing submode

In screen capture mode, with drawing mode turned on. In this submode you can draw free-hand strokes and shapes on top of the screen in different pen widths and colors.

Shortcut	Description	Shortcut	Description
S	Toggle shape recognition on or off	6	Select purple pen color
1	Select thin pen	7	Select acid green pen color
2	Select medium-thin pen	8	Select blue pen color
3	Select medium pen	9	Select white pen color
4	Select medium-thick pen	0	Select black pen color
5	Select thick pen		

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