

## Google drive Shortcut Keys List

### 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	l & 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 item	Enter & O
Rename selected item	n
Share selected items	. (dot)
Move selected items to new folder	z
Star or unstar selected items	s
Add selected folder to another folder Create shortcuts to selected items	Shift + z
Remove selected items	# or Alt + Backspace (Chrome OS) /# or Delete (Windows) /# or Fn + Delete (Mac)
Undo last action	Ctrl + z (Chrome OS, Windows) ⌘ + z (Mac)
Redo last undone action	Ctrl + Shift + z (Chrome OS, Windows) ⌘ + Shift + z (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	Ctrl + / (Chrome OS, Windows) or ⌘ + / (Mac) or Shift + /
Choose next visual density (row height and element spacing for list view)	q then q
Find/find next	Ctrl + f (Chrome OS, Windows) or ⌘ + f (Mac)
Print	Ctrl + p (Chrome OS, Windows) or ⌘ + p (Mac)
Show last message	m
Search your Drive	/

## Preview mode actions

Close	Esc
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Play/pause	Space
Zoom in	+ or =
Zoom out	-