

Google Drive Keyboard Shortcuts

Quick Reference Cheat Sheet

Tip: Press **Ctrl** + **/** (Windows) or **⌘** + **/** (Mac) in Google Drive to display the shortcuts list.

NAVIGATION & VIEWS

Go to navigation panel

Win: **Alt** + **G** then **N**
Mac: **⌘** + **G** then **N**

Go to items view

Win: **Alt** + **G** then **I**
Mac: **⌘** + **G** then **I**

Switch grid/list view

Win: **Alt** + **V** then **L**
Mac: **⌘** + **V** then **L**

Go to details pane

Win: **Alt** + **G** then **D**
Mac: **⌘** + **G** then **D**

Show/hide details pane

Win: **Alt** + **V** then **D**
Mac: **⌘** + **V** then **D**

SELECT ITEMS

Select all visible items

Win: **Ctrl** + **A**
Mac: **⌘** + **A**

Select/deselect item

Both: **Shift** + **Space**

Navigate items

Both: **↑** **↓** **←** **→**

Extend selection

Both: **Shift** + **Arrow**

Clear all selections

Both: **Esc**

FILE ACTIONS

Open selected items

Both: **Enter**

Open in new tab

Mac: **⌘** + **Enter**

Rename selected items

Both: **F2**

Share selected items

Win: **Ctrl** + **Alt** + **A**
Mac: **⌘** + **⌘** + **A**

Move to new folder

Win: **Ctrl** + **Alt** + **M**
Mac: **⌘** + **⌘** + **M**

Star/unstar items

Win: **Ctrl** + **Alt** + **S**
Mac: **⌘** + **⌘** + **S**

Remove selected items

Both: **Delete**

CREATE NEW ITEMS

New Document

Win: **Alt** + **C** then **T**
Mac: **Ctrl** + **C** then **T**

New Presentation

Win: **Alt** + **C** then **P**
Mac: **Ctrl** + **C** then **P**

New Spreadsheet

Win: **Alt** + **C** then **S**
Mac: **Ctrl** + **C** then **S**

New Folder

Win: **Alt** + **C** then **F**

Mac: **Ctrl** + **C** then **F**

New Form

Win: **Alt** + **C** then **O**

Mac: **Ctrl** + **C** then **O**

ANDROID SHORTCUTS

Search

And: **Ctrl** + **F**

Create Menu

And: **Alt** + **N**

Move up one folder

And: **Alt** + **↑**

Show shortcuts list

And: **Ctrl** + **/**

Navigate items

And: **←** **→** or D-pad

Exit comments

And: **Esc**

ANDROID ACTIONS

Open item

And: **Enter**

Remove selected items

And: **Del**

Refresh

And: **Ctrl** + **R**

Select all visible

And: **Ctrl** + **A**

Copy to clipboard

And: **Ctrl** + **C**

Cut to clipboard

And: **Ctrl** + **X**

Paste from clipboard

And: **Ctrl** + **V**

ESSENTIAL ACTIONS

Search Drive

Both: **/**

Find/Find next

Win: **Ctrl** + **F**

Mac: **⌘** + **F**

Undo last action

Win: **Ctrl** + **Z**

Mac: **⌘** + **Z**

Redo last action

Win: **Ctrl** + **Y**

Mac: **⌘** + **Y**

Print

Win: **Ctrl** + **P**

Mac: **⌘** + **P**

Copy URLs to clipboard

Win: **Ctrl** + **Alt** + **L**

Mac: **⌘** + **⌘** + **L**

Preview items

Win: **Ctrl** + **Alt** + **P**

Mac: **⌘** + **⌘** + **P**

Upload file

Win: **Alt** + **C** then **U**

Mac: **Ctrl** + **C** then **U**