Zoho Corporation

Keyboard shortcuts in WorkDrive

Selection

Select all items	cmd a
Select down item	↓
Select up item	↑
Extend Selection down	cmd / Shift ↓
Extend Selection up	cmd / Shift ↑
Deselect all	Esc
Open File/Folder	return / Enter

Create and Upload

Create Team Folder	cmd/ctrl k
Create New Folder	shift f
Upload file	ctrl shift f
Upload folder	ctrl shift u
Create document	shift t
Create sheet	shift s
Create show	shift p
Paste files to upload	cmd/ctrl + v

Preview

Open preview	space in Mac, enter in others
Close preview	esc

Go to next file		→
Go to previous file		←
Search keyword in PDF	cmd/ctrl	f

Video/Audio

Seek forward 5 seconds	shift	→
Seek backward 5 seconds	shift	←
Pause/Play		space
Mute/Unmute		m
Full screen		f

Actions

Copy	cmd/ctrl	c
Move		z
Search		/
Toggle views		v
Sort		o
Filter		g
Rename		n
Mark as Ready		m
Share		.(period)
Download	cmd/ctrl	s
Show info		d
Copy and paste	cmd/ctrl + c	cmd/ctrl + v

| Copy and paste | cmd/ctrl + c | cmd/ctrl + v |
| Cut and paste | cmd/ctrl + x | cmd/ctrl + v |

> 📄 **Note:** *Create Team Folder* and *Mark as Ready* options are only available for team plans in WorkDrive.