



To turn on full keyboard navigation, choose Edit > Preferences, click General, and select "Enable full keyboard navigation."

# Playback shortcuts

Enter

Play the currently selected song

Control-Alt-Arrow

Move forward or backward within

a sona

Shift-Right Arrow or Left Arrow

Listen to the next or previous album

Left Arrow or Right Arrow (or click the Skip Forward or Skip Backward controls)

Go to the next or previous song

## Library and playlist shortcuts

Ctrl-click a checkbox next to song

Select/deselect all songs in a list

Shift-click the Add (+) button

Create a playlist from a selection

Shift-click the Add (+) button

Create a new Smart Playlist

Alt-click the Shuffle button

Reshuffle the current playlist

Refresh the Radio or iTunes D.I. list

F5

F5

F5

Alt-S

F5

Refresh a Genius Playlist

## iTunes Store shortcuts

Ctrl - ] or Alt-Right Arrow Go to the next page in the iTunes Store Ctrl - [ or Alt-Left Arrow

Go to the previous page in the iTunes Store Check for new podcast episodes (when

Podcasts is selected)

Initiate a search in the iTunes Store

Add search term and press Shift-Enter

> Open the Store menu Check for app updates

#### iPod & iPhone shortcuts

Press Shift-Ctrl as you connect the iPod / iPhone to your computer (hold the keys down until the iPod appears in the iTunes window)

Prevent iPod / iPhone from automatically syncing when you connect it to your computer

### File and window shortcuts

Ctrl-click a triangle

Expand or collapse all the triangles in the Radio's Stream list

Click the zoom control in the upper-left corner

Shrink the iTunes window to show only the playback controls

Alt-N or Alt-P

In the Get Info window, see the info for the next or previous song in the list

Ctrl-Alt-F

Select the search field

While the video is playing, press the Ctrl key, click the movie, and choose Set **Poster Frame** 

Choose artwork for the selected video

# File menu shortcuts

Ctrl-N Create a new playlist

Ctrl-O Add a file to your music library

Ctrl-W Close the iTunes window

Ctrl-I Open the song or CD Info window for the selected song or CD

Ctrl-R Show where a song file is located

Ctrl-L Show the currently playing song in the list

# With full keyboard navigation enabled

**Press Tab Press Enter**  Select the next control

Click the currently selected control

Left Arrow or Right Arrow, or + and - on the numeric keypad

Open or close the selected item's disclosure triangle

## Edit menu shortcuts

Ctrl- . Open iTunes Preferences

Ctrl-Z Undo your last typing change while still in edit mode Cut the selected song's information or artwork Ctrl-X Ctrl-C Copy the selected song's information or artwork Ctrl-V Paste the selected song's information or artwork

Ctrl-A Select all the songs in the list Shift-Ctrl-A Deselect all the songs in the list

#### Control menu shortcuts

Space Bar **Right Arrow** 

Left Arrow Ctrl-Up Arrow

When a song is playing, play the next song in a list When a song is playing, play the previous song Increase the volume

Ctrl-Down Arrow Decrease the volume

Ctrl-Alt-Down Arrow Mute the sound (song keeps playing)

Start or stop playing the selected song

Eject a CD

## View menu shortcuts

Ctrl-B Hide or show the Browser (Artist and Album columns)

Ctrl-G Hide or show song artwork

Ctrl-T Turn the visualizer on or off

Switch between visual effects using the entire screen or appearing in the iTunes window (when visualizer is on)

Ctrl-J Open the View Options window for the selected source

#### General shortcuts

Ctrl-Shift (while opening iTunes) Open iTunes in "safe mode" (without external plug-ins)

F2

Edit the name of the currently selected item

F5 Refresh source list Ctrl-Break

Interrupt the current process (burning a CD, syncing,

converting a file, and so on)

Open iTunes Help

## Advanced menu shortcuts

Ctrl-U

Ctrl-?

Stream audio file at a specific URL to iTunes