# Keyboard shortcuts for OneDrive 2016

## Frequently Used Shortcuts

This table itemizes the most frequently used keyboard shortcuts in OneDrive.

| To do this | Press |
|---|---|
| **Display the Keyboard shortcuts window** | ?<br>NOTE: To use this shortcut, turn off your screen reader |
| **Move among OneDrive regions** | Tab or Shift+Tab |
| **Move between the web browser bar and the OneDrive title bar** | F6 or Shift+F6 |
| **Select the adjacent item** | Up arrow, Down arrow, Right arrow, or Left arrow key |
| **Select all files and folders when the focus is in the contents grid** | Ctrl+A |
| **Clear all or navigate to the previous folder** | Esc |
| **Select or clear the selection of a file or folder** | Spacebar |
| **Upload an item** | U<br>NOTE: To use this shortcut, turn off JAWS |
| **Download a selected item** | Ctrl+S |
| **Share a selected file or folder** | S<br>NOTE: To use this shortcut, turn off JAWS |
| **Refresh the window** | F5 |
| **Switch between the List and Thumbnails view of the contents grid** | V |

# Get started

The shortcuts in this article refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.

If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).

OneDrive runs in your web browser, so it does not use accelerator keys or KeyTips. For example, pressing Alt moves the focus to the browser menu bar, and familiar shortcuts, like Ctrl+P (Print) and F1 (Help), run browser commands rather than OneDrive commands.

To cycle through OneDrive regions, press the Tab key (forward) and Shift+Tab (backward). To select an item, press Enter. To browse within menus or lists, press the Up arrow or Down arrow key, and then, to make a selection, press Enter. To exit a menu or mode, press Esc.

The Tab key navigation cycle order is:

- Web browser controls
- OneDrive title bar
- Menu bar
- Contents grid file pane
- Footer

## Navigate OneDrive

| To do this | Press |
|---|---|
| **Move among OneDrive regions** | Tab key or Shift+Tab |
| **Move between the web browser address bar and the OneDrive title bar** | F6 or Shift+F6 |
| **Move to the menu bar** | Tab key until the focus is on the menu bar, and then, to move among the commands, press the Right arrow key or Left arrow key |
| **Give the Open command to open a selected file** | Tab key until the focus is on the menu bar, and then, to select the Open command, press Enter |
| **With no file selected, open the Sort menu** | Tab key until the focus is on the menu bar, and then the Right arrow key until the Sort command is selected |
| **Move through the tree view navigation pane** | Up arrow key or Down arrow key |
| **Move through the contents grid file pane** | Up arrow key or Down arrow key |

## Select and clear items

| To do this | Press |
|---|---|
| **Select the adjacent item** | Up arrow, Down arrow, Right arrow, or Left arrow key |
| **Select all files and folders when the focus is in the contents grid** | Ctrl+A |
| **Clear all or navigate to the previous folder** | Esc |
| **Select or clear the selection of a file or folder in the contents grid** | Spacebar |

## Change or expand available information

| To do this | Press |
|---|---|
| **Refresh the window** | F5 |
| **Display or hide the Details pane** | I |
| **Switch between the List and Thumbnails view of the contents grid** | V |
| **In the List view of the contents grid, get details about a selected file, including date and time modified and file type** | Up arrow key or Down arrow key |
| **Display keyboard shortcuts** | ? |

## Give commands

| To do this | Press |
|---|---|
| **Open a selected file or folder** | Enter |
| **Create a new file or folder when nothing is selected** | N |
| **Create a new folder** | Shift+F |
| **Upload a file** | U |
| **Download a selected item** | Ctrl+S |
| **Rename a selected file or folder** | F2 |
| **Share a selected file or folder** | S |
| **Delete a selected file or folder** | Delete |

https://support.office.com/en-us/article/Keyboard-shortcuts-for-Skype-for-Business-74eda765-5631-4fc1-8aad-cc870115347a