Spotify Cheatsheet

Unlock the full potential of Spotify with this handy reference covering essential keyboard shortcuts, clever tips & tricks, and guidance on using key features.

Desktop Keyboard Shortcuts

Playback Controls

Spacebar	Play/Pause
Ctrl+Right Arrow (Windows) **Cmd+Right Arrow** (Mac)	Next Track
Ctrl+Left Arrow (Windows) **Cmd+Left Arrow** (Mac)	Previous Track
Ctrl+Up Arrow (Windows) **Cmd+Up Arrow** (Mac)	Increase Volume
Ctrl+Down Arrow (Windows) **Cmd+Down Arrow** (Mac)	Decrease Volume
M (Windows) **F10** (Mac)	Mute/Unmute
Ctrl+Shift+S (Windows) **Cmd+Shift+S** (Mac)	Shuffle On/Off
Ctrl+Shift+R (Windows) **Cmd+Shift+R** (Mac)	Repeat On/Off

Navigation & View

Ctrl+L (Windows) **Cmd+L** (Mac)	Search
Ctrl+G (Windows) **Cmd+G** (Mac)	Go to Playing Song
Ctrl+Shift+Right Arrow (Windows) **Cmd+Shift+Right Arrow** (Mac)	Go Forward (in app history)
Ctrl+Shift+Left Arrow (Windows) **Cmd+Shift+Left Arrow** (Mac)	Go Back (in app history)
F11	Toggle Full Screen
Ctrl+N (Windows) **Cmd+N** (Mac)	Create New Playlist
Ctrl+W (Windows) **Cmd+W** (Mac)	Close Current View
Ctrl+Shift+W (Windows) **Cmd+Shift+W** (Mac)	Log Out

Tips & Tricks

Finding Music

Advanced Search Syntax: Use keywords in the search bar.
- `artist:"Coldplay"` - Search by artist
- `album:"Parachutes"` - Search by album
- `year:1990-1995` - Search by year range
- `genre:"Rock"` - Search by genre
- `label:"Capitol Records"` - Search by record label
- `track:"Yellow"` - Search by track name
- `NOT` - Exclude a term (e.g., `year:2020 NOT artist:"Pop Star"`)
- `OR` - Combine terms (e.g., `artist:"Beatles" OR artist:"Stones"`)

Explore Related Artists: Go to an artist's page and check the 'Fans Also Like' section.

Discover Weekly: Spotify creates a personalized playlist updated every Monday based on your listening habits. Find it in 'Made For You'.

Release Radar: A playlist of new releases from artists you follow and listen to, updated Fridays. Find it in 'Made For You'.

Daily Mixes: Generated playlists based on genres and moods you listen to. Great for discovering similar tracks.

Spotify Radio: Start a radio station based on any song, artist, album, or playlist to hear similar music.

Search for Playlists: Search for specific moods, activities (like 'running'), or genres to find curated playlists.

Concert Listings: Check the 'Events' section on an artist's page to find their upcoming concerts near you.

Organizing Your Library

Folders: Organize your playlists into folders for better management. Right-click in the sidebar (Desktop).

Add to Queue: Right-click a song or album and select 'Add to queue' to play it next without interrupting the current flow.

'Liked Songs' Playlist: Click the heart icon on a track to add it to your automatically generated 'Liked Songs' playlist. You can sort and filter this playlist.

Edit Playlist Details: Right-click a playlist to change its name, description, and cover image.

Collaborative Playlists: Right-click a playlist and select 'Collaborative playlist' to allow others to add and remove songs. Share the link with friends.

Recover Deleted Playlists: If you accidentally delete a playlist, you can restore it from your account page on the Spotify website (Account -> Recover Playlists).

Filter Playlists: In the library section, use the filter bar at the top to quickly find playlists by name.

Sort Playlists: Sort your playlists by title, custom order, or recently played.

Using Spotify Features

Key Features Explained

Offline Mode: Download playlists, albums, and podcasts for listening without an internet connection. Available for Premium users.

How to: Open a playlist/album/podcast, toggle the 'Download' switch. Tracks will have a green arrow icon when downloaded. To enable Offline Mode for the app, go to Settings > Playback > Offline Mode (Desktop) or Settings > Playback (Mobile).

Private Session: Listen without affecting your 'Recently Played' list, 'Friends Activity', or personalized recommendations.

How to: Go to Settings > Social > Toggle 'Start a Private Session' (Desktop) or Settings > Social > Private session (Mobile). The session ends after a period of inactivity.

Crossfade: Smoothly transition between tracks instead of abrupt cuts.

How to: Go to Settings > Playback > Crossfade songs. Adjust the slider for the duration (up to 12 seconds).

Audio Quality: Choose streaming and download quality settings.

How to: Go to Settings > Audio Quality. Options include Automatic, Low, Normal, High, Very High (Premium only). Higher quality uses more data/storage.

Equalizer: Adjust the sound balance to your preference (mostly mobile app).

How to: Go to Settings > Audio Quality > Equalizer. Choose presets or customize.

Connect: Control music playback on other devices (speakers, TVs, consoles) using the Spotify app on your phone or computer.

How to: Click the 'Connect to a device' icon (looks like a speaker with a wave) on the playback bar. Select the desired device.

Group Session (Beta): Listen together with friends in real-time, wherever you are. Anyone in the session can control the music.

How to: Click the 'Connect to a device' icon on the playback bar and select 'Start a remote group session'. Share the invite link.