

General	View (cont)	Task - Due Date
⌘S Sync	⇧⌘→ Show/Hide Tags	D Defer...
⇧⌘E Export to CSV...	J List Jump Bar...	E Due Time...
Create Tasks		
⌘N New Task	F Task Find Bar...	T Due Today
^⇧N New Sub-Task	/ Tag Search Bar...	Y Due Tomorrow
⇧⌘N New Project	⌘- Decrease Font Size] Add Day
^⌘N New Checklist	⌘= Increase Font Size	⇧] Add Week
⇧⌘N New List	Task	
⌘. Mark As Completed		
⇧⌘. Mark As Not Completed		
L Tag...		
X Duration...		
S Star		
^S Unstar		
⌘J Toggle Focus Filter		
U Open Links		
P Perform Action in Task		
Task - Start Date		
K Schedule...		
^T Start Today		
. Add Day		
⇧. Add Week		
, Substract Day		
⇧, Substract Week		
Edit		
⌘Z Undo		
⇧⌘N Cut		
⌘C Copy		
⌘V Paste		
⌘⌘ Delete		
⌘A Select All		
⌘D Duplicate		
⌘F Find...		
⇧⇧⌘F Find Options...		
⇧⌘F Toggle Search Scope		
Edit Task		
⌘/ Edit Dates		
⌘E Edit Note		
⌘R Edit Tags		
⌘; Edit Recurrence		
⌘' Edit Alerts		
⌘B Edit Action		
⌘\ Edit Priority		
⌘L Edit List		
Move Task		
M Move		
^⌘↑ Move Up		
^⌘↓ Move Down		
Convert		
⇧⇧⌘1 Convert To a Task		
⇧⇧⌘2 Convert To a Project		
⇧⇧⌘3 Convert To a Checklist		
View		
⌘0 Inbox		
⌘1 All		
⌘2 Today		
⌘3 Starred		
⌘4 Scheduled		
⌘5 Done		
⌘↑ Previous List		
⌘↓ Next List		
⇧⌘↑ Collapse All List Groups		
⇧⌘↓ Expand All List Groups		
⇧⌘↑ Collapse All Projects		
⇧⌘↓ Expand All Projects		
Task - Priority		
0 None		
1 Low		
2 Medium		
3 High		
= Increase Priority		

