

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



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