## Chrome

| | |
|---|---|
| !` | make readable (via Mercury Reader) |

## Asana

| | |
|---|---|
| Tab Y | mark task for Today in My Tasks |
| Tab U | mark task for this week (Upcoming) |
| Tab L | mark task for Later |
| Tab Back | delete selected task(s) |
| ⊞ <Enter> | complete selected task(s) |
| Tab M | assign to me |
| Tab Enter | jump to task list |
| Tab S | jump to subtasks |
| ^ ⬆ | move task up |
| ^ ⬇ | move task down |
| Tab X | focus mode (single tasking) |

## OneNote

| | |
|---|---|
| alt-3 | Show/hide the Ribbon* |
| ctrl-F1 | Show/hide Tabs and Commands |
| F11 | Toggle full page mode |
| ctrl-Num5 | Pop out current note * |
| ctrl-shift-1 | Heading 1 |
| ctrl-shift-2 | Heading 2 etc. |
| ctrl-shift-n | Normal style |

## Legend for Key Modifiers

| | |
|---|---|
| # | Windows key |
| ^ | Control |
| ! | Alt |
| + | Shift |

For example, "^c" means hold down the Control key and press "c". These are the same modifiers used in HotKey scripts.

## Legend for Notes

| | |
|---|---|
| * | depends on quick access toolbar mod |
| ** | depends on HotKey script |