

Create new items

⌘ + N	Create a new to-do
Space	Create a new to-do below selection
⌘ + V	Paste plain text to create new to-dos
⌘ + ⌥ + C	Create a checklist in an open to-do
⌘ + ⌥ + N	Create a new heading in a project
⌘ + ⌘ + N	Create a new project
⌘ + Space	Open Quick Entry
⌘ + ⌘ + Space	Open Quick Entry with Autofill

Edit items

↩	Open a to-do or project
⌘ + ⌘	Save and close
Esc	Save and close
⌘ + D	Duplicate a to-do or project
⌘ + C	Copy a to-do or project
⌘ + V	Paste a to-do or project
⌘ + .	Complete selected items
⌘ + ⌘ +	Cancel selected items
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⌘	Delete selected items
⌘ + L	Move completed to ☐ Logbook

Select items

↑	Select item above
↓	Select item below
⌥ + ↑	Extend selection upwards
⌥ + ↓	Extend selection downwards
⌘ + ⌥ + ↑	Extend selection to the top
⌘ + ⌥ + ↓	Extend selection to the bottom
⌘ + A	Select everything

Move items

⌘ + ⌥ + M	Move selection to another list
⌘ + ⌘ + V	Move copied to-dos and projects
⌘ + ↑	Move selection up
⌘ + ↓	Move selection down
⌘ + ⌘ + ↑	Move selection to top of list
⌘ + ⌘ + ↓	Move selection to bottom of list

Edit dates

⌘ + S	Show ☐ Jump Start
⌘ + T	Start ★ Today
⌘ + E	Start ☐ This Evening
⌘ + R	Start ☐ Anytime
⌘ + O	Start ☐ Someday
⌘ +]	Start date +1 day
⌘ + [	Start date -1 day
⌘ + ⌥ +]	Start date +1 week
⌘ + ⌥ + [	Start date -1 week
⌘ + ⌥ + D	Direct access to set a Deadline
⌘ + .	Deadline +1 day
⌘ + ,	Deadline -1 day
⌘ + ⌥ + >	Deadline +1 week
⌘ + ⌥ + <	Deadline -1 week
⌘ + ⌥ + R	Make to-do or project repeating

Navigate

⌘ + 1	Go to ☐ Inbox
⌘ + 2	Go to ★ Today
⌘ + 3	Go to ☐ Upcoming
⌘ + 4	Go to ☐ Anytime
⌘ + 5	Go to ☐ Someday
⌘ + 6	Go to ☐ Logbook
⌘ + ⌥ + L	Show to-do in list
→	Enter a selected project

Navigate (cont)

←	Return to a previous list
⌘ + ↑	Scroll to top
⌘ + ↓	Scroll to bottom
⌘ + ⌘ + ^ + ↑	Navigate up in the sidebar
↑	
⌘ + ⌘ + ^ + ↓	Navigate down in the sidebar
↓	

Control Windows

⌘ + ^ + N	Open new window
⌘ + ^ + `	Cycle through open windows
⌘ + W	Close current window
⌘ + ⌘ + W	Close all windows
⌘ + /	Hide or show toolbar
⌘ + ⌘ + F	Full screen

Search

<i>any key</i>	Start typing to begin a search
⌘ + F	Find

Tags

⌘ + ^ + T	Open tag window
Esc	Close tag window
⌘ + ⌥ + T	Direct access to add a tag
⌘ + <i>shortcut</i>	Toggle a tag for selected to-do
⌘ + ^ + <i>shortcut</i>	Filter for a tag
⌘ + <i>click tag</i>	Select multiple tags
⌘ + Esc	Destroy previous filter

Links

⌘ + ⌘ + ⌘	Open a link
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