

### Tasks

Quick add task	Tab-Q
Delete selected task(s)	Tab-Backspace
Complete selected task(s)	Ctrl-Enter
Open task details	Tab-Enter
Close task details	Esc
Set due date	Tab-D
Assign to me	Tab-M
Assign selected task(s)	Tab-A
Jump to task description	Tab-R
Like selected task	Tab-K
Comment on task	Tab-C
Add collaborators	Tab-F
Add tag	Tab-T
Add task to project(s)	Tab-P
Add subtask(s)	Tab-S
View full screen	Tab-X

### My Tasks

Jump to My Tasks	Tab-Z
Mark as Today	Tab-Y
Mark as Upcoming	Tab-U
Mark as Later	Tab-L

### Inbox

Jump to Inbox	Tab+I
Move up/down	K / J
Jump to Activity Tab	H
Jump to Archive tab	S
Join or leave task	F
Archive notification	E
Mark as unread	U

### Task Actions

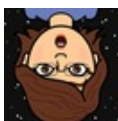
Create a new task	Enter
Create a new task above the current task	Shift+Enter
Create a new section	Tab+N
Create a follow-up task	Shift+Tab+F
Change selected task	Up / Down
Move selected task(s) up/down	Ctrl+Up / Ctrl+Down
Move selected task(s) to previous/next section	Ctrl+Shift+Up / Ctrl+Shift+Down
Multi-select individual tasks	Ctrl+click
Multi-select tasks in order	Shift+Up / Shift+Down
Copy selected task(s)	Ctrl+C
Paste task(s) 1/line	Ctrl+V

### Text Formatting

Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Strikethrough	Ctrl+Shift+X
Monospace	Ctrl+Shift+M
Ordered list	Ctrl+Shift+7
Unordered list	Ctrl+Shift+8
Increase list indent	Tab / Ctrl+] ]
Decrease list indent	Shift+Tab / Ctrl+[ [
Hyperlink	Ctrl+K

### Other

Jump to Home	Tab+H
Show/hide sidebar	Tab+O
Send message	Tab+W
Search projects, tasks, people, messages, or tags	Tab+/ /
Convert selected text to a task (Project Brief)	Ctrl+Shift+Enter
Annoying Cats	Tab+B



By **HedgeMage** (HedgeMage)

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