



# cheat sheet

Shortcuts		
Key	Definition	Action
t	add	add new item to the current list
c	complete	complete the selected task(s)
p	postpone	postpone the selected task(s) by one day / if they have a due date
d	due date	Change the due date of the selected task
f	repeat	Change the repeat of the selected task
g	time estimate	Change the time estimate of the selected task
s	tags	change the tags for the selected task
u	url	change the url for the selected task
l	location	change the location for the selected task
y	add note	add a note to the selected task
r	rename	rename the selected task
z	undo	undo the last action
1	priority 1	set the priority of the selected task(s) to 1
2	priority 2	set the priority of the selected task(s) to 2
3	priority 3	set the priority of the selected task(s) to 3
4	no priority	set the selected task(s) to have no priority
<del>	delete	delete the currently selected task(s)
a	select all	select all tasks in the current list
n	select none	select none of the tasks in the current list
k	move up	when on a list, move the cursor up
j	move down	when on a list, move the cursor down
i	select task	when on a list, select an task
h	switch tabs	switch between tabs (e.g. Tasks and Notes)
m	multi-edit	toggle multi-edit mode on or off (default is off). Smart add must be disabled in settings
<tab>	tab	save input and move to the next field
<esc>	escape	remove the cursor from the current input field

Combination Shortcuts		
Key	Definition	Action
ctrl+shift + /	search	moves the cursor to the search box
ctrl+shift + 6	overview	switch to the overview screen
ctrl+shift + 7	tasks	switch to the tasks screen
ctrl+shift + 8	locations	switch to the locations screen
ctrl+shift + 9	contacts	switch to the contacts screen
ctrl+shift + 0	settings	switch to the settings screen
ctrl+shift + <right>	move next	switch between tabs (e.g. move to the next list)
ctrl+shift + <left>	move previous	switch between tabs (e.g. move to the previous list)
ctrl+shift + l	login	skip to login screen (from homepage)

Location Shortcuts		
Key	Definition	Action
arrow keys	pan	move around the map
page up, page down, home, and	pan (wide)	move around the map with a wider pan than arrow keys
+	zoom in	zoom in on the map
-	zoom out	zoom out on the map
ctrl+shift + l	go	moves the cursor to the location 'go' box

Using Shift to Select	
<p>The <b>shift</b> key can be used to select multiple tasks at once. Here's how: Click on the first task that you want to select. Hold down the shift key. Click on the last task that you want to select. Release the shift key. You can also de-select multiple tasks in this manner.</p>	<p>^ Due Date            ! Priority            # List and Tags            @ Location            * Repeat            = Time Estimate</p>
Smart Add Shortcuts	