



MindMeister Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Add a child idea	Insert	Most used MindMeister Shortcuts
2	Add a sibling idea below	Enter	Most used MindMeister Shortcuts
3	Add a sibling idea above	Shift + Enter	Most used MindMeister Shortcuts
4	Delete an idea	Delete	Most used MindMeister Shortcuts
5	Add a connection	Alt + C	Most used MindMeister Shortcuts
6	Navigate between topics	Arrow keys	Most used MindMeister Shortcuts
7	Open/close branches	Spacebar	Most used MindMeister Shortcuts
8	Zoom in	+	Most used MindMeister Shortcuts
9	Zoom out	-	Most used MindMeister Shortcuts
10	Recenter	F6	Most used MindMeister Shortcuts
11	Find topic	Ctrl + F	Most used MindMeister Shortcuts
12	Fullscreen Mode	Ctrl + Alt + F	Most used MindMeister Shortcuts
13	Undo	Ctrl + Z	Most used MindMeister Shortcuts
14	Redo	Ctrl + Y	Most used MindMeister Shortcuts
15	Show 1 level	Alt + 1	Most used MindMeister Shortcuts
16	Show 2 levels	Alt + 2	Most used MindMeister Shortcuts
17	Show all levels	Alt + 0	Most used MindMeister Shortcuts
18	Open notes dialog	Alt + Shift + N	Most used MindMeister Shortcuts
19	Open links dialog	Alt + Shift + L	Most used MindMeister Shortcuts
20	Open tasks dialog	Alt + Shift + T	Most used MindMeister Shortcuts
21	Toggle Sidebar	Alt + Shift + P	Most used MindMeister Shortcuts
22	Open Context Menu	M	Most used MindMeister Shortcuts
23	Open Map Switcher	O	Most used MindMeister Shortcuts
24	Select a range of topics with the same parent	Shift + Left Mouse Click	Selection & Edit Shortcuts
25	Select multiple single topics	Ctrl + Left Mouse Click	Selection & Edit Shortcuts
26	Select all topics	Ctrl + A	Selection & Edit Shortcuts
27	Select next level left	Ctrl + Left Arrow key	Selection & Edit Shortcuts
28	Select next level right	Ctrl + Right Arrow key	Selection & Edit Shortcuts
29	Edit Caption	Ctrl + Enter	Selection & Edit Shortcuts
30	Commit changes	Enter	Selection & Edit Shortcuts
31	Cancel editing	Esc	Selection & Edit Shortcuts
32	Add line break	Shift + Enter	Selection & Edit Shortcuts
33	Add / Edit Note	Ctrl + F2	Selection & Edit Shortcuts
34	Save Note	Ctrl + S	Selection & Edit Shortcuts
35	Toggle bold	Ctrl + B	Formatting Shortcuts
36	Toggle italic	Ctrl + I	Formatting Shortcuts
37	Make font bigger	Alt + Shift + Up Arrow key	Formatting Shortcuts
38	Make font smaller	Alt + Shift + Down Arrow key	Formatting Shortcuts
39	Cut	Ctrl + X	Move & Rearrange Shortcuts
40	Copy	Ctrl + C	Move & Rearrange Shortcuts
41	Paste	Ctrl + V	Move & Rearrange Shortcuts
42	Paste style	Ctrl + Shift + V	Move & Rearrange Shortcuts
43	Move topic up	Ctrl + Up Arrow key	Move & Rearrange Shortcuts
44	Move topic down	Ctrl + Down Arrow key	Move & Rearrange Shortcuts

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