



Xmind Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	New Workbook	Command + Shift + N	Ctrl + Shift + N	Most used Xmind Shortcuts
2	Open Workbook	Command + O	Ctrl + O	Most used Xmind Shortcuts
3	Save Workbook	Command + S	Ctrl + S	Most used Xmind Shortcuts
4	Save All Workbooks	Command + Shift + S	Ctrl + Shift + S	Most used Xmind Shortcuts
5	Close Workbook	Command + W	Ctrl + W	Most used Xmind Shortcuts
6	Close All Workbooks	Command + Shift + W	Ctrl + Shift + W	Most used Xmind Shortcuts
7	Print	Command + P	Ctrl + P	Most used Xmind Shortcuts
8	Undo	Command + Z	Ctrl + Z	Most used Xmind Shortcuts
9	Redo	Command + Y	Ctrl + Y	Most used Xmind Shortcuts
10	Cut	Command + X	Ctrl + X	Most used Xmind Shortcuts
11	Copy	Command + C	Ctrl + C	Most used Xmind Shortcuts
12	Paste	Command + V	Ctrl + V	Most used Xmind Shortcuts
13	Delete	Delete	Delete	Most used Xmind Shortcuts
14	Go To Root Topic / Top of Text	Command + Home	Ctrl + Home	Most used Xmind Shortcuts
15	Select All Topics / Text	Command + A	Ctrl + A	Most used Xmind Shortcuts
16	Select Brother Topics	Command + Shift + A	Ctrl + Shift + A	Most used Xmind Shortcuts
17	Select Children Topics	Command + Option + A	Ctrl + Alt + A	Most used Xmind Shortcuts
18	Find / Replace	Command + F	Ctrl + F	Most used Xmind Shortcuts
19	Zoom In	Command + +	Ctrl + +	Most used Xmind Shortcuts
20	Zoom Out	Command + -	Ctrl + -	Most used Xmind Shortcuts
21	Actual Size	Command + 0	Ctrl + 0	Most used Xmind Shortcuts
22	Properties	Option + Return	Alt + Enter	Most used Xmind Shortcuts
23	Insert Topic	Return	Enter	Most used Xmind Shortcuts
24	Insert Subtopic	Tab	Tab	Most used Xmind Shortcuts
25	Insert Topic Before	Shift + Return	Shift + Enter	Most used Xmind Shortcuts
26	Insert Parent Topic	Command + Return	Ctrl + Enter	Most used Xmind Shortcuts
27	Key Assist	Command + Shift + L	Ctrl + Shift + L	Most used Xmind Shortcuts
28	Insert Images From Local File	Command + I	Ctrl + I	Most used Xmind Shortcuts
29	Insert Hyperlink URL	Command + H	Ctrl + H	Most used Xmind Shortcuts
30	Insert Boundary	Command + B	Ctrl + B	Most used Xmind Shortcuts
31	Insert Relationship	Command + L	Ctrl + L	Most used Xmind Shortcuts
32	Insert Summary	Command +]	Ctrl +]	Most used Xmind Shortcuts
33	Edit Topic	F2	F2	Most used Xmind Shortcuts
34	Edit Label	F3	F3	Most used Xmind Shortcuts
35	Edit Rich Text Notes	F4	F4	Most used Xmind Shortcuts
36	Presentation Mode	F5	F5	Most used Xmind Shortcuts
37	Drill Down	F6	F6	Most used Xmind Shortcuts
38	Drill Up	Shift + F6	Shift + F6	Most used Xmind Shortcuts
39	Map Shot	F7	F7	Most used Xmind Shortcuts
40	Extend Branch	+	+	Most used Xmind Shortcuts
41	Collapse Branch	-	-	Most used Xmind Shortcuts
42	Extend All Branches	*	*	Most used Xmind Shortcuts
43	Collapse All Branches	/	/	Most used Xmind Shortcuts
44	Move Selected Forwards	Option + Up Arrow key	Alt + Up Arrow key	Most used Xmind Shortcuts
45	Move Selected Backwards	Option + Down Arrow key	Alt + Down Arrow key	Most used Xmind Shortcuts
46	New Sheet	Command + T	Ctrl + T	Most used Xmind Shortcuts
47	Quick Add Priority Markers	Command + 1	Ctrl + 1	Most used Xmind Shortcuts
48	Exit the pop-up notes dialog/Cancel Map Shot	Esc	Esc	Most used Xmind Shortcuts
49	Zoom In/Out	Command + Mouse Scroll bar	Ctrl + Mouse Scroll bar	Most used Xmind Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)