



CintaNotes Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Create a new note	Ctrl + N	Main Window Shortcuts
2	Display help	F1	Main Window Shortcuts
3	If a tag or text search filter is set, clear current filter to display all notes	Esc	Main Window Shortcuts
4	Switch view to next section	Ctrl + Tab	Main Window Shortcuts
5	Switch view to previous section	Ctrl + Shift + Tab	Main Window Shortcuts
6	Switch view to next section	Ctrl + Left Arrow key	Main Window Shortcuts
7	Switch view to previous section	Ctrl + Right Arrow key	Main Window Shortcuts
8	Switch view to section #1..#10	Ctrl + 0-9	Main Window Shortcuts
9	Add or remove section #1..#10 to/from selection	Ctrl + Shift + 0-9	Main Window Shortcuts
10	Add all unselected sections to the current selection on the Section bar	Ctrl + Shift + Spacebar	Main Window Shortcuts
11	Toggle current notebook section's inbox	Ctrl + I	Main Window Shortcuts
12	Create new notebook section	Ctrl + Shift + Insert	Main Window Shortcuts
13	Delete currently selected notebook sections	Ctrl + Shift + Delete	Main Window Shortcuts
14	Move currently selected section to the left	Ctrl + Shift + Alt + Left Arrow key	Main Window Shortcuts
15	Move currently selected section to the right	Ctrl + Shift + Alt + Right Arrow key	Main Window Shortcuts
16	Sort notes list by Creation Time	Alt + Shift + D	Main Window Shortcuts
17	Sort notes list by Modification Time	Alt + Shift + M	Main Window Shortcuts
18	Sort notes list by Title	Alt + Shift + T	Main Window Shortcuts
19	Sort notes list by note size	Alt + Shift + S	Main Window Shortcuts
20	Use manual sort order	Alt + Shift + U	Main Window Shortcuts
21	Display untagged notes	Ctrl + U	Main Window Shortcuts
22	Minimize window	Shift + Esc	Main Window Shortcuts
23	Start/cancel SimpleNote synchronization process	F12	Main Window Shortcuts
24	Move cursor, selecting the note under cursor	Up & Down Arrow key	Notes List Shortcuts
25	Scroll focused note's text inline	Left & Right Arrow key	Notes List Shortcuts
26	Move cursor without affecting selection	Ctrl + Up & Down Arrow key	Notes List Shortcuts
27	Move cursor extending selection	Shift + Up & Down Arrow key	Notes List Shortcuts
28	Toggle selection on current note	Ctrl + Spacebar	Notes List Shortcuts
29	Select all notes which currently appear in the list	Ctrl + A	Notes List Shortcuts
30	Start substring search using current search filter settings	A-Z	Notes List Shortcuts
31	Move focus to the search box	Ctrl + F	Notes List Shortcuts
32	Open a window for editing the current note	Enter	Notes List Shortcuts
33	Open a window for editing the current note and hides the main window	Shift + Enter	Notes List Shortcuts
34	Open the note properties window of the currently focused note	Alt + Enter	Notes List Shortcuts
35	Delete selected notes	Delete	Notes List Shortcuts
36	Cut the selected notes into clipboard	Ctrl + X	Notes List Shortcuts
37	Copy the selected notes' text into clipboard	Ctrl + C	Notes List Shortcuts
38	Copy selected notes into clipboard as text	Ctrl + Shift + C	Notes List Shortcuts
39	Copy links to selected notes into clipboard	Alt + Shift + C	Notes List Shortcuts
40	Paste clipboard contents as a new note	Ctrl + V	Notes List Shortcuts
41	Merge two or more selected notes together	Ctrl + M	Notes List Shortcuts
42	If text search is active, focus next search highlight in current note's preview	F3	Notes List Shortcuts
43	If text search is active, focus previous search highlight in current note's preview	Shift + F3	Notes List Shortcuts
44	If currently focused note has a link, open this link using the default web browser	F7	Notes List Shortcuts
45	Move selected notes up and down	Alt + Up & Down Arrow key	Notes List Shortcuts
46	Go back in filter history	Backspace	Notes List Shortcuts
47	Go forward in filter history	Shift + Backspace	Notes List Shortcuts
48	View filter history	Ctrl + Shift + Backspace	Notes List Shortcuts
49	Display similarly tagged notes	Ctrl + Backspace	Notes List Shortcuts
50	Paste selected notes' text into previously active application	Ctrl + Enter	Notes List Shortcuts
51	Paste selected notes' Title, Text, and Link into previously active application	Ctrl + Shift + Enter	Notes List Shortcuts
52	Focus next note	Spacebar	Notes List Shortcuts
53	Move focus to the notes list	Down Arrow key	Search Box Shortcuts
54	Navigate search mode menu without opening it	Ctrl + Up & Down Arrow key	Search Box Shortcuts
55	Open the search mode menu	Alt + Down Arrow key	Search Box Shortcuts
56	Focus the notes list and moves cursor to start	Ctrl + Home	Search Box Shortcuts
57	Focus the notes list and moves cursor to end	Ctrl + End	Search Box Shortcuts
58	Move focus to the Tags field	Ctrl + Down Arrow key	Note Editor Shortcuts
59	Move focus to the Text field and put caret to the very beginning of the text	Alt + Home	Note Editor Shortcuts
60	Move focus to the Text field and put caret to the very end of the text	Alt + End	Note Editor Shortcuts
61	Find and select next instance of the currently selected text	F3	Note Editor Shortcuts
62	Find and select previous instance of the currently selected text	Shift + F3	Note Editor Shortcuts
63	If currently edited note has a link, open this link using the default web browser	F7	Note Editor Shortcuts
64	Save the note and close the editor window	Ctrl + Enter	Note Editor Shortcuts
65	Move edited note to Recycle Bin and close the editor window	Ctrl + Delete	Note Editor Shortcuts
66	Open the note properties window of the edited note	Alt + Enter	Note Editor Shortcuts
67	Save the note without closing the editor window	Ctrl + S	Note Editor Shortcuts
68	Save the note without updating its modified time	Ctrl + Shift + S	Note Editor Shortcuts
69	Close the editor window without saving the note	Alt + C	Note Editor Shortcuts
70	Cycle selection between no list, bulleted list and numbered list styles	Ctrl + L	Note Editor Shortcuts
71	Clear currently selected text of any formatting	Ctrl + D	Note Editor Shortcuts
72	Add a note link to currently selected text	Alt + Shift + N	Note Editor Shortcuts
73	Add a link to a file on a disk	Alt + Shift + F	Note Editor Shortcuts
74	Add a link to a URL	Alt + Shift + U	Note Editor Shortcuts
75	Delete note links from currently selected text	Alt + Shift + D	Note Editor Shortcuts
76	Paste note links from the clipboard	Alt + Shift + V	Note Editor Shortcuts
77	Undo last typing actions	Ctrl + Z	Note Editor Shortcuts
78	Redo last typing actions	Ctrl + Y	Note Editor Shortcuts
79	Inserts current time stamp in the format defined in the system Control Panel	F5	Note Editor Shortcuts
80	Add a line break to the current list item	Shift + Enter	Note Editor Shortcuts
81	Insert a TAB character	Ctrl + Tab	Note Editor Shortcuts
82	Outdent selected paragraphs	Ctrl + Shift + Tab	Note Editor Shortcuts
83	Align current paragraph left	Alt + Shift + Left Arrow key	Note Editor Shortcuts
84	Align current paragraph center	Alt + Shift + Down Arrow key	Note Editor Shortcuts
85	Align current paragraph right	Alt + Shift + Right Arrow key	Note Editor Shortcuts
86	Display the list of all existing tags minus the tags which are already entered in the textbox	Ctrl + Spacebar	Note Editor Shortcuts