



OmniFocus Shortcuts for Mac

No.	Action	Mac Shortcuts	Section
1	Cut	Command + X	Most used OmniFocus Shortcuts
2	Copy	Command + C	Most used OmniFocus Shortcuts
3	Paste	Command + V	Most used OmniFocus Shortcuts
4	Undo	Command + Z	Most used OmniFocus Shortcuts
5	Redo	Command + Shift + Z	Most used OmniFocus Shortcuts
6	Complete / Incomplete	Spacebar	Most used OmniFocus Shortcuts
7	Drop / Undrop	Option + Spacebar	Most used OmniFocus Shortcuts
8	OmniFocus settings	Command + ,	Navigation Shortcuts
9	New Inbox item	Control + Option + Spacebar	Navigation Shortcuts
10	New action	Command + N	Navigation Shortcuts
11	Sync	Command + Shift + S	Navigation Shortcuts
12	Search	Command + F	Navigation Shortcuts
13	Favorite perspectives	Command + 0-9	Navigation Shortcuts
14	Collapse all	Command + Control + 0	Navigation Shortcuts
15	Expand all	Command + Control + 9	Navigation Shortcuts
16	Home	Command + Shift + H	Navigation Shortcuts
17	OmniFocus help	Command + ?	Navigation Shortcuts
18	Edit note	Command + '	Inspector Shortcuts
19	Set / Remove flag	Command + Shift + L	Inspector Shortcuts
20	Info	Control + 1	Inspector Shortcuts
21	Note	Control + 2	Inspector Shortcuts
22	Attachments	Control + 3	Inspector Shortcuts
23	Save (when adding a new item only)	Command + S	Inspector Shortcuts
24	Save plus (when adding a new item only)	Option + Command + S	Inspector Shortcuts
25	Cancel	Command + .	Inspector Shortcuts
26	Delete	Command + Delete	Inspector Shortcuts
27	Previous item	Command + Up Arrow key	Inspector Shortcuts
28	Next item	Command + Down Arrow key	Inspector Shortcuts
29	New project	Command + Shift + N	Perspective Shortcuts
30	New folder	Command + Option + Shift + N	Perspective Shortcuts
31	New tag	Command + Control + N	Perspective Shortcuts
32	Mark reviewed	Command + Shift + R	Perspective Shortcuts

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