



Things Shortcuts for Mac

No.	Action	Mac Shortcuts	Section
1	Create a new to-do	Command + N	Creating new items shortcuts
2	Create a new to-do below selection	Spacebar	Creating new items shortcuts
3	Paste plain text to create new to-dos	Command + V	Creating new items shortcuts
4	Create a checklist in an open to-do	Command + Shift + C	Creating new items shortcuts
5	Create a new heading in a project	Command + Shift + N	Creating new items shortcuts
6	Create a new project	Option+ Command + N	Creating new items shortcuts
7	Open Quick Entry	Control + Spacebar	Creating new items shortcuts
8	Open Quick Entry with Autofill	Option + Control + Spacebar	Creating new items shortcuts
9	Open a to-do or project	Enter	Editing items Shortcuts
10	Save and close	Command + Enter	Editing items Shortcuts
11	Duplicate a to-do or project	Command + D	Editing items Shortcuts
12	Copy a to-do or project	Command + C	Editing items Shortcuts
13	Paste a to-do or project	Command + V	Editing items Shortcuts
14	Complete selected items	Command + .	Editing items Shortcuts
15	Cancel selected items	Command + Option + .	Editing items Shortcuts
16	Delete selected items	Delete	Editing items Shortcuts
17	Move completed to Logbook	Command + L	Editing items Shortcuts
18	Show Jump Start	Command + S	Editing Dates Shortcuts
19	Start Today	Command + T	Editing Dates Shortcuts
20	Start This Evening	Command + E	Editing Dates Shortcuts
21	Start Anytime	Command + R	Editing Dates Shortcuts
22	Start Someday	Command + O	Editing Dates Shortcuts
23	Start date +1 day	Control +]	Editing Dates Shortcuts
24	Start date -1 day	Control + [Editing Dates Shortcuts
25	Start date +1 week	Control + Shift +]	Editing Dates Shortcuts
26	Start date - 1 week	Control + Shift + [Editing Dates Shortcuts
27	Direct access to set a Deadline	Command + Shift + D	Editing Dates Shortcuts
28	Deadline +1 day	Control + .	Editing Dates Shortcuts
29	Deadline -1 day	Control + ,	Editing Dates Shortcuts
30	Deadline +1 week (Help)	Control + Shift + >	Editing Dates Shortcuts
31	Deadline -1 week (Help)	Control + Shift + <	Editing Dates Shortcuts
32	Make to-do or project repeating	Command + Shift + R	Editing Dates Shortcuts
33	Select item above	Up Arrow key	Select Items Shortcuts
34	Select item below	Down Arrow key	Select Items Shortcuts
35	Extend selection upwards	Shift + Up Arrow key	Select Items Shortcuts
36	Extend selection downwards	Shift + Down Arrow key	Select Items Shortcuts
37	Extend selection to the top	Option + Shift + Up Arrow key	Select Items Shortcuts
38	Extend selection to the bottom	Option + Shift + Down Arrow key	Select Items Shortcuts
39	Select everything	Command + A	Select Items Shortcuts
40	Move selection to another list	Command + Shift + M	Moving Items Shortcuts
41	Move copied to-dos and projects	Option + Command + V	Moving Items Shortcuts
42	Move selection up	Command + Up Arrow key	Moving Items Shortcuts
43	Move selection down	Command + Down Arrow key	Moving Items Shortcuts
44	Move selection to top of list	Option + Command + Up Arrow key	Moving Items Shortcuts
45	Move selection to bottom of list	Option + Command + Down Arrow key	Moving Items Shortcuts
46	Go to Inbox	Command + 1	Navigation Shortcuts
47	Go to Today	Command + 2	Navigation Shortcuts
48	Go to Upcoming	Command + 3	Navigation Shortcuts
49	Go to Anytime	Command + 4	Navigation Shortcuts
50	Go to Someday	Command + 5	Navigation Shortcuts
51	Go to Logbook	Command + 6	Navigation Shortcuts
52	Show to-do in list	Command + Shift + L	Navigation Shortcuts
53	Enter a selected project	Right Arrow key	Navigation Shortcuts
54	Return to previous list	Left Arrow key	Navigation Shortcuts
55	Scroll to top	Option + Up Arrow key	Navigation Shortcuts
56	Scroll to bottom	Option + Down Arrow key	Navigation Shortcuts
57	Navigate up in the sidebar	Control + Option + Command + Up Arrow key	Navigation Shortcuts
58	Navigate down in the sidebar	Control + Option + Command + Down Arrow key	Navigation Shortcuts
59	Open new window	Command + Control + N	Controlling Windows Shortcuts
60	Cycle through open windows	Command + Shift + `	Controlling Windows Shortcuts
61	Close current window	Command + W	Controlling Windows Shortcuts
62	Close all windows	Option + Command + W	Controlling Windows Shortcuts
63	Hide or show sidebar	Command + \	Controlling Windows Shortcuts
64	Hide or show toolbar	Option + Command + T	Controlling Windows Shortcuts
65	Full screen	Control + Command + F	Controlling Windows Shortcuts