Checkvist Keyboard Shortcuts

Actions

aa	Actions menu
nn	Add a note
cn	Clear all notes for the selected list item
dd (^)	Due date (^ in the edit mode)
td, tm, as	Due today, tomorrow, or ASAP
dr	Repeating due settings
cd	Clear due date
tt (#)	Tag (# in the edit mode)
ct	Clear tag(s)
at	Attach file
ae (@)	Assign a task (@ in the edit mode)
im	Import
ex	Export
xx	Extract selected branch as a new list
mm	Move selected items to another list
gg	Go to the first hyperlink in the list item
oo	Options menu
sd	Show/hide list item details
hc	Hide/show compeleted tasks
ss	Sort
wc	Word count
gh, gd, gt	Go to Homepage, Due page, Tags page
rd	Restore deleted items
om	Distraction free 'Zen' mode
lc	Copy a link to the selected list item
pc	Progress counter

Formatting

mh	Set Markdown header
Ctrl-b / bb	Bold text (works in the edit mode as well)
Ctrl-i / ii	Italic text (works in the edit mode as well)
Ctrl-k	Hyperlink
1 2 3 4 5 6 7 8 9	Priority colors
0	Reset color

Remember these shortcuts

Enter	Add a list item
ee or F2	Edit a list item
ESC	Cancel and discard
aa	Actions menu
ll	Lists menu to find or create a new list
Shift →	Focus (hoist, zoom-in)
Ctrl ↑ Ctrl ↓	Move selected list item up or down
/	Filter a list or search all lists

General

↑↓ j/k	Navigate up and down the list
← →	Collapse and expand nodes
Alt-Enter	Add a list item above
Shift-Enter	Add a sub-item
Tab / Shift-Tab	Indent and un-indent
Ctrl-c Ctrl-x Ctrl-v	Copy, cut, paste
Ctrl-D	Duplicate
Fn-Del Shift-Backspace	Delete (also see 'wipe')
Ctrl-Z / uu	Undo the last action
Ctrl-Home Ctrl-End	Move to the top or to the bottom
hold Shift	Hold down Shift to drag-n-drop list items
Shift ↑ Shift ↓	Select several adjacent list items
st or Ctrl-click	Select sparse list items

Task status

Spacebar	Completed
Shift-Spacebar	Invalidated
type 'reset'	To re-open all closed tasks in that list
type 'wipe'	To delete all closed tasks in that list

List style options

Prefix []	Show checkboxes
Prefix [*]	Show bullets
Prefix [1]	Show numbers

Search and filter

/	Filter a list
Enter Enter	Search in all lists
ESC ESC	Clear filter
# or tag:	Find tagged items
@ or assignee:	List items assigned to certain people
^overdue	Find overdue tasks
^asap	ASAP tasks
^now	Overdue, ASAP, and today tasks
^today	Tasks which are due today
^week	Tasks due this week (from Mon to Sun)
^next week	Due next week (from next Mon to next Sun)
^month	Due from 1 to 30/31 day of the current month
in: open	Search in the open tasks only (default setting)
in: closed	Search in the closed tasks only
changed: 3h (2d, 1w)	List items changed during last 3 hours (2 days, 1 week)
changed: today	Find only tasks last changed today
priority: 1 (2, 3)	Tasks priority (color)
color: any	Tasks with any color/priority
has: attachment	Find list items with attachments
has: note	Find list items with notes
rf	Refresh filter

Expand and collapse branches

ec	Expand/collapse menu
Ctrl-Shift ←	Collapse all branches
Ctrl-Shift →	Expand all branches
Ctrl-Alt .	Expand the selected branch
Ctrl-Alt ,	Collapse the selected branch

Focus (hoist, zoom-in)

Shift →	Focus (hoist) a list item
Shift ←	Un-focus

Use ⌘ instead of **Ctrl** on **Mac OS**

Press **?** to see all keyboard shortcuts