

Checkvist Keyboard Shortcuts

General

↑ ↓ j/k	Navigate up and down the list
← →	Collapse and expand nodes
Enter	Add a list item below
Alt-Enter	Add a list item above
Shift-Enter	Add a sub-item
Tab / Shift-Tab	Indent and un-indent
ee / F2	Edit
Ctrl-C Ctrl-X Ctrl-V Ctrl-D	Copy, cut, paste, duplicate
Fn-Del Shift-Backspace	Delete (also see 'wipe')
Ctrl-Z / uu	Undo the last action
Ctrl ↑ Ctrl ↓	Move list items up and down
Ctrl-Home Ctrl-End	Move the list item to the first or the last position in the list
hold Shift	Hold down Shift to drag-n-drop list items
Shift ↑ Shift ↓	Select several adjacent list items
Ctrl-Click / st	Select sparse list items
Esc	Cancel editing, close any pop-up window, remove selection

Formatting

mh	Toggle 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	Red, blue, green text color
4 5 6	Red, blue, green background color
0	Reset color

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 []	Shows checkboxes for a list item and sub-items
Prefix [*]	Shows list bullets for a list item or sub-items
Prefix [1]	Enables list numbering for the sub-items

Checkvist Keyboard Shortcuts

Actions

aa	Actions menu for the selected list item
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's text
cf	Clear filter
sd	Show/hide list item details
hc	Hide/show completed and invalidated list items
ss	Sort
oo	Options menu
wc	Word count
hh	Homepage
ll	Show all lists

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

Hoist (focus)

Shift →	Hoist (focus) the list item
Shift ←	Un-focus

Checkvist Keyboard Shortcuts

Search and filter

/	Set focus to the search field
Enter Enter	Search in all lists
ESC ESC	Clear filter
# or tag:	Find items tagged with a certain tag
@ or assignee:	List items assigned to certain people
^overdue	Find all overdue tasks
^asap	All tasks marked ASAP
^now	Tasks which are overdue, due ASAP and today
^today	Tasks which are due today (without overdue and ASAP tasks)
^tomorrow	Tasks which are due tomorrow
^week	Tasks due this week (from Mon to Sun)
^next week	Same, for the next week (from next Mon to next Sun)
^month	Tasks due from 1 to 30/31 day of the current month
^next month	Same for the next calendar month
in: open	Search in the open tasks only (default setting if due is specified)
in: closed	Search in the closed tasks only
in: all	Search in all your tasks
changed: 3h (2d, 1w)	List items changed during last 3 hours (2 days, 1 week)
changed: today (yesterday, etc)	Include only tasks last changed today (yesterday, current week, previous week)
changed: current month	Tasks last changed this month
color:1 (2, 3)	Tasks colored red (blue, green)
priority: 1 (2, 3)	Tasks with red (blue, green) background
color: any	Tasks with any color/priority
has: attachment	Only list items with attachments (local filtering)

Use  instead of **Ctrl** on Mac OS

