

# Basecamp cheat sheet

## Navigation and selection

Left arrow / Right arrow	Move cursor one character to left or right
Shift + Left arrow / Right arrow	Expand selection left or right
Double click	(on the bottom left or right corner) Scroll quickly to bottom of the page
Double click	(on the top) Scroll quickly to top of the page
Shift + Left click	Scroll to a section within a project
G then 1	Project
G then 2	Calendar
G then 3	Everything
G then 4	Progress (Timeline)
G then 5	Everyone
G then 6	Me
G then F	Jump to search bar
Ctrl + J	Jump between projects
M then Y	(Type my) Jump to your assignments, bookmarks, drafts and recent activity

## Editing

Backspace or Ctrl + H	Delete backward
Del or Ctrl + D	Delete forward
Enter or Ctrl + O	Insert line break
Tab	Increase indent level
Shift + Tab	Decrease indent level
Ctrl + Enter	Send message

*Last modification: 11/11/2019 8:10:22 PM*

*More information:* [defkey.com/basecamp-shortcuts](https://defkey.com/basecamp-shortcuts)

[Customize this PDF...](#)