

# Craft cheat sheet

## General

Option + .	Show Keyboard Shortcuts
Cmd + ,	(on iPad) Show Keyboard Shortcuts
Esc	Exit Selection
Cmd + .	(on iPad) Exit Selection
Navigation:	
Cmd + Right arrow or Cmd + ]	Navigate Forward / In to Block
Cmd + Left arrow or Cmd + [	Navigate Back
Search:	
Cmd + F	Open Search
Cmd + O or Cmd + Shift + O	Quick Open
New Document:	
Cmd + N	New Document
Cmd + Shift + N	Quick New Document (Jump to content)

## Editing

Cmd + Shift + M	Add or view Comments
Enter	Edit selected block
Shift + Enter	(for pages) Edit selected block
Esc	Exit Editing
Space	Insert new block below selection
Shift + Space	Insert new block above selection
Cmd + Z	Undo
Cmd + Shift + Z	Redo
Del	Delete

## Styling

Cmd + +	Increase Size
Cmd + -	Decrease Size
Cmd + Option + C	Copy Style
Cmd + Option + V	Paste Style
Decorations:	
Cmd + Shift +	Focus
Cmd + Shift + \	(on iPad) Focus
Cmd + Shift + '	Block

Indentation:

Tab	Increase Indent
Shift + Tab	Decrease Indent
Text Style:	
Control + 1	Title
Control + 2	Subtitle
Control + 3	Heading
Control + 4	Strong
Control + 5	Body
Control + 6	Caption
Cmd + Shift + P	Page
Cmd + Shift + L	Card

Lists, Todo:

Cmd + Option + 6	Make Todo
Cmd + Option + T	Todo Completion
Cmd + Option + 7	Toggle List
Cmd + Option + 8	Bullet List
Cmd + Option + 9	Numbered List
Cmd + Option + 0	No List

Inline Styles:

Cmd + B	Bold
Cmd + I	Italic
Cmd + Shift + C	Code
Cmd + Shift + -	Strikethrough
Cmd + K	Link
Cmd + Shift + K	Page/Block Link
Cmd + Shift + B	Highlight

## Organize

Move Selected Blocks:

Cmd + Option + Up arrow	Move Selected Blocks Up
Cmd + Option + Down arrow	Move Selected Blocks Down
Cmd + Shift + Option + Up arrow	Move Selected Blocks To Top
Cmd + Shift + Option + Down arrow	Move Selected Blocks To Bottom

Toggles:

Cmd + Shift + T	Expand / Collapse Toggle List
Grouping:	
Cmd + G	Group Selected Blocks
Cmd + Shift + G	Ungroup Selected Block
Cut, Copy Paste:	
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste

## Managing windows within the Mac App

Cmd + Ctrl + N	Open selected Page/Document in new Window
Cmd + W	Close Current Tab or Window
Cmd + M	Minimize Window
Tabs:	
Cmd + [1 - 9]	Switch To Tab
Control + Tab	Switch To Next Tab
Control + Shift + Tab	Switch To Previous Tab

Source: Craft support page

*Last modification: 11/1/2023 11:18:03 AM*

More information: [defkey.com/craft-note-taking-shortcuts](https://defkey.com/craft-note-taking-shortcuts)

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