



ClickUp (macOS) Spickzettel

General

These shortcuts can be used almost anywhere in your Workspace:

Esc	Close a task or window
Cmd + K	Command Center
Cmd + B	Open Billing page
H	Home
Space	Load new notifications
P	Notepad
R	Create a reminder
S	Open the Search and Command Center modal
Q	Show or hide Sidebar
T	Create a task

These shortcuts can be used from Comments, Docs, Whiteboard, Columns, Chat view, text block Dashboard widgets, and Notepad:

@	@mention a person
@ Dann @	@mention a task
@ Dann @ Dann @	@mention a doc
- Dann >	Insert an arrow <input type="checkbox"/> into text
Cmd + A	Select all characters in a code block
Aufwärtspfeil	Edit your most recent comment
:	Open emoji menu
Cmd + K	Highlight text to add a link
Links Klick + Cmd	Open a hyperlink in a new tab

Use these shortcuts from tasks and subtasks:

M	(from the task or while hovering over the task in List/Board view) Assign a task to yourself
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Paste a list of text into an empty subtask. Each line becomes a new, separate subtask.: Bulk create subtasks

3	(Save the task and press 3) Copy URL, new task
2	(Save the task and press 2) Move to tray, new task
1	(Save the task and press 1) Open, new task
Ctrl + Shift +	(from the task) Navigate to next

Linker Pfeil /
Rechter Pfeil

task

Views

D	Dashboard view
-	Clear filter from your current view.
B	Board view: Navigate to
X	Box view: Navigate to
C	Calendar view: Navigate to
L	List view: Navigate to

Docs

Cmd + Shift + M	Create a comment from your selected text
Cmd + Option + T	Create a task from your selected text
Cmd + Shift + H	Highlight a text block
Cmd + D	Duplicate a text block

Desktop application

Cmd + E	Quick create new task
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Letzte Änderung: 16.12.2022 15:27:36

Mehr Informationen: defkey.com/de/clickup-mac-tastaturkurzel

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