DEVONthink 3.8.2 cheat sheet

Windows

Control + ~	Cycles through open application windows. This is a common macOS shortcut.
Control + Tab	Cycles focus between the item list, view/edit pane, and the Tags bar or Inspectors (if visible).
Esc	Cancels processes, closes dialogs or Quick Look previews, etc., depending on the context.
Cmd + }	Cycles to the next tab.
Cmd + {	Cycles to the previous tab.

Note: Hold ⌥ to cycle in reverse order.

Document Lists

Navigating items:

Up arrow / Down arrow	Navigates up and down in all views. Use ⌥ to select multiple entries.
Left arrow / Right arrow	Expands or collapses the selected groups in horizontal split, vertical split or List views, or navigates to previous/next item in other views.
Option + Left click	(the triangle in front of a group) Expands or collapses all groups that are contained within this group as well.
Option + Left arrow / Right arrow	Expands or collapses the selected groups and all their children the item list.

Selecting items:

Shift + Left click	Selects consecutive items.
Shift + Arrow keys	Extends the next consecutive item to the current selection.
Cmd + Left click	Adds a non-consecutive item to the selection.

Manipulating items:

Enter	Renames documents.
Backspace	Deletes selected items.
Cmd + Left click + Move the mouse	When dragging items from the Finder, this moves, not copies, the file into the database.

Option + Left click + Move the mouse	Duplicates items to the drag destination instead of moving it.
Cmd + Option + Left click + Move the mouse	Creates replicants for the items at the drag destination. Dragging items from the Finder to DEVONthink with ⌥⌘ pressed indexes the item. Dragging items into documents with ⌥⌘ held inserts a link to the item.

Item List:

Cmd + Shift + O	Opens a selected document in the system default application.
Tab	Jumps to the first or next editable column when using View > List.
Space	Opens the standard Quick Look panel showing a preview of the selected items.
Option + Space	Opens a full screen Quick Look slideshow.
Option + [or Option +]	Goes backwards and forwards through the visited locations.

View/Edit Pane

Home or End	Goes to beginning of, or end of, any view.
Page Up / Down	Scrolls one page up and down in any view.
Space or Shift + Space	Scrolls one page down or up in non-editable views, e.g., web pages, images, or PDF documents.
Cmd + Left click	Opens the target of a link in a new tab or separate window.
Cmd + Option + Left click + Move the mouse	Inserts a cross-link for groups or documents dropped into a rich text document. Dragging files or folders from the Finder to a rich text document with ⌥⌘ pressed creates links to them.
Cmd + Shift + Left click	Opens a link in a new tab and activates it. This requires enabling tabbed browsing in Preferences > General.
Option + [or Option +]	Using [and], goes backwards and forwards through the

	documents or visited web pages .
Option + Left click + Move the mouse	Selects text using a rectangular selection ribbon.
Option + Left click	(a link) For HTML-based files, adds the clicked URL to the Download Manager panel.
Option + Left click	(a word) Initiates a search with the clicked word as the search term.
Shift + Arrow keys	Expands or contracts the current text selection.

The Sorter

General Note Creation and Clipping:

Cmd + S	Saves the entered data. Equivalent to clicking Add.
Esc	Clears any entered data. Equivalent to pressing the retreating circle icon.

Voice and Video Note:

Space	Start and stop recording.

Screen Capture:

Cmd + 1	Capture the entire window.
Cmd + 2	Capture a highlighted window.
Cmd + 3	Capture a marqueed area.

Web Clip:

Cmd + 1	Clips from the default browser.
Cmd + 2	Clips from a URL you've copied to the clipboard.
Cmd + 3	Type a URL to clip and any associated data, e.g., comments, tags, etc..

Clip to DEVONthink:

Cmd + F	Toggles the Clutter-free option.

Sheets

Enter	Moves one cell down for editing.
Shift + Enter	Moves one cell up for editing.
Tab	Moves one cell to the right for editing.
Shift + Tab	Moves one cell to the left for editing.

Arrow keys	Moves the editing selection.
Esc	Stops editing.

PDFs

+	Zooms in.
-	Zooms out.
Cmd + Left click + Move the mouse	Scrolls the visible area with the mouse.

Images

+	Zooms in.
-	Zooms out.

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More information: *defkey.com/devonthink-3-8-2-shortcuts*

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