

Capacities.io (Windows) cheat sheet

Text editing

Ctrl + X	Cut text
Ctrl + C	Copy text
Ctrl + V	Paste text
Ctrl + E	Format as code
Shift + Ctrl + M	Format as TeX-formula
Ctrl + K	Insert link/Format as link
Ctrl + B	Format bold
Ctrl + I	Format italic
Shift + Ctrl + H	Highlight text selection
Alt + Up arrow	Move active block up
Alt + Down arrow	Move active block down
Ctrl + Enter	Check/uncheck to-do in active block
Ctrl + Enter or Shift + Ctrl + Enter	Open/close toggle of active block. When no children are present, inserts and focuses child block. If a to-do is present, use alternative with Shift key
Esc or Ctrl + A	Set active block as block selection

Navigation

Ctrl + Left arrow	Navigate back
Ctrl + Right arrow	Navigate forward
Ctrl + Left click	Open content in new tab
Shift + Left click	Open content in side panel

General

Ctrl + U	Add new content
Ctrl + P or Ctrl + K	Search this space
Shift + Ctrl + L	Toggle dark mode
Ctrl + H	Navigate to space dashboard
Shift + Ctrl + Left arrow	Toggle left sidebar
Shift + Ctrl + Right arrow	Toggle right sidebar
Ctrl + W	Close current tab
Shift + Ctrl + Up arrow	Toggle tabs bar
Ctrl + Z	Undo last change

Shift + Ctrl + Z or
Ctrl + Y

Redo last change

Control + Ctrl + H

Go to daily notes dashboard.
Press twice top jump to today

Markdown

These markdown shortcuts will work at the start of a block. You can combine these shortcuts, but Space can only be used after the last command.

then Space	Quote
> then Space	Toggle
* then Space or - then Space	Bullet
1 then . then Space	Numbered list
A then) then Space	Alphabetical list
I then) then Space	Roman list
[then] then Space	To-do
(then) then Space	Icon
- then - then -	Horizontal line
# then Space	Heading 1
# then # then Space	Heading 2
# then # then # then Space	Heading 3
# then # then # then # then Space	Heading 4

Block editing

Ctrl + X	Cut selected blocks
Ctrl + C	Copy selected blocks
Ctrl + V	Paste previously copied blocks
Tab	Indent selected blocks
Shift + Tab	Unindent selected blocks
Shift + Ctrl + E	Open block styling
Shift + Ctrl + X	Remove block styles
Shift + Ctrl + C	Copy block styles
Shift + Ctrl + V	Paste block styles

Ctrl + D	Duplicate selected blocks
Backspace	Delete selected blocks
Ctrl + G	Group selected blocks or ungroup selected group block
Ctrl + +	Increase text hierarchy
Ctrl + -	Decrease text hierarchy
Ctrl + Alt + L	Copy block reference
Shift + Ctrl + Left click	Add block to block selection
Up arrow	Select block above or set block selection to first block
Down arrow	Select block below or set block selection to last block
Shift + Up arrow	Expand block selection upwards
Shift + Down arrow	Expand block selection downwards
Ctrl + A	Select all blocks on current level or next higher level
Shift + Left click	Extend block selection to the clicked block
Option + Up arrow	Move selected blocks up
Option + Down arrow	Move selected blocks down
Ctrl + Enter	Check/uncheck to-dos in block selection
Ctrl + Enter or Shift + Ctrl + Enter	Open/close toggles in block selection (if no to-dos are present, else use alternative shortcut with O key)
Right arrow	Open toggles in block selection
Left arrow	Close toggles in block selection

Calendar

M	Go to monthly view
W	Go to weekly view
R	Go to 3 days rolling view
D	Go to daily view
T	Set active date to today
Left arrow	Go to previous day, week, or month (depending on active view)
Right arrow	Go to next day, week, or month (depending on active view)

Page

Shift + Ctrl + *	Add/remove current page to/from favorites
Ctrl + I	Open import menu of current page
Ctrl + E	Open export menu of current page
Ctrl + S	Open share menu of current page
Ctrl + A	Select all blocks on top level of main content
Ctrl + Win + L	Copy deep link of current page
Ctrl + Backspace	Delete current page
Enter	Set the cursor focus to the last block on the page

Source: Capacities.io documentation

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More information: defkey.com/fi/capacities-io-windows-shortcuts

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